



The Nelson Mandela Metropolitan University logo is a visual expression of what our university stands for, what sets us apart and what we aim to achieve. It draws on the vision, mission and values of the NMMU.

The logo

The circular nature of the outer element suggests cyclical and continuous change – a key element of a university, fostering fresh thinking and innovation. It is also suggestive of a rising sun, a new dawn – the birth of a new university. The circle is a symbol of unity, with the pointed elements suggesting diversity, as well as engagement and interaction, both amongst ourselves and with our stakeholders in the broader external community.

The inner element emphasizes that we are a people-centred organisation, striving to optimize the potential of all our people. It is also suggestive of a learning environment, and a supportive environment. The globe represents our international linkages, as well as our connection to our natural resources.

The slogan

NMMU is a university “for tomorrow” – we nurture innovation, foster creativity, embrace technology, and develop people to meet the challenges of the world of tomorrow. “For tomorrow” also symbolizes our commitment to sustainable development – development that meets today’s needs and can be continued into the future.

The complete 2017 University Prospectus consists of the following parts:

- General Prospectus
- Student Account Guide
- Prospectuses of the respective faculties
 - Faculty of Arts
 - Faculty of Business and Economic Sciences
 - Faculty of Education
 - Faculty of Engineering, the Built Environment and Information Technology
 - Faculty of Health Sciences
 - Faculty of Law
 - Faculty of Science

Copies of separate parts of the prospectus are obtainable from:

The Registrar
PO Box 77000
Nelson Mandela Metropolitan University
PORT ELIZABETH
6031
SOUTH AFRICA

NB

Although the information contained in this Prospectus has been compiled as accurately as possible, the Council and the Senate of the NMMU accept no responsibility for any errors or omissions. This Prospectus is only applicable to the 2017 academic year.

Information reflected in this Prospectus is as available at the time of going to print.

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ADDRESS OF THE UNIVERSITY**Admissions**

The Admissions Section
PO Box 77000
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PORT ELIZABETH
6031

Examinations & Graduation

The Examination Section
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Nelson Mandela Metropolitan University
PORT ELIZABETH
6031

Finance

The Finance Department
PO Box 77000
Nelson Mandela Metropolitan University
PORT ELIZABETH
6031

General

The Registrar
PO Box 77000
Nelson Mandela Metropolitan University
PORT ELIZABETH
6031

Telephone numbers

| | |
|------------------------------------|-----------------|
| PE Campuses: | +27 41 504-1111 |
| Office for International Education | +27 41 504-2161 |
| George Campuses: | +27 44 801-5111 |
| Student enquiries | +27 41 504-9000 |

e-mail: info@nmmu.ac.za

Website: <http://www.nmmu.ac.za>

| USEFUL TELEPHONE NUMBERS | | | | | |
|--|---|--|---|-------------|--------------|
| | 2nd Avenue | Summerstrand North | Summerstrand South | Missionvale | George |
| Admissions Enquiries | | | 041-5041111 | | 044-8015194 |
| Alumni Relations Office | | 041-5043935 | | | |
| Arts and Culture | | | 041-5042508 | 041-5041361 | 044-8015029 |
| Business School | 0861504500 | | | | |
| Cashiers | 041-5043838 | 041-5049138 | 0415042513 | 041-5041287 | 044-8015003 |
| Centre for Access Assessment & Research | | | 041-5042918 | 041-5042918 | |
| Centre for Teaching, Learning & Media | 0415043835 | 041-5042135 | 041-5042293 | 041-5041279 | |
| Examinations | 041-5041111 | 041-5041111 | | 041-5041111 | |
| Faculty of Arts | | | 041-5042802 041-5042855 041-5043252 041-5043478 041-5044608 | | 044-80155090 |
| Faculty of Business & Economic Sciences | 041-5043804 041-5043706 041-5043802 | | 041-5042939 041-5042120 041-5042248 | 041-5041130 | |
| Faculty of Education | | | 041-5044568 041-5042125 | 041-5041130 | 044-8015087 |
| Faculty of Engineering, the Built Environment and Information Technology | | 041-5043446 041-5043447 041-5043480 041-5043660 | | | |
| Faculty of Health Sciences | | | 041-5042957 041-5042121 041-5042956 041-5042749 | 041-5041178 | |
| Faculty of Law | | | 041-5042474 041-5042588 | | |
| Faculty of Science | | 041-5049922 | 041-5042679 041-5042268 041-5049922 | 041-5041178 | |
| Financial Aid | | 041-5043182 | 041-5042550 | 041-5041242 | 044-8015130 |
| Health Services | 041-5043762 | 041-5043364 | 041-5042174 | 041-5041374 | 044-8015062 |
| HIV and AIDS Centre | | | 041-5042876 | | |
| Legal Seviles | | | 041-5043263 | | |
| Library and Information Services | 041-5043851 | 041-5043410 | 041-5042294 | 041-5041269 | 044 8015151 |
| Madibaz Sport | | | 041-5042165 | 041-5041244 | 044-8015037 |
| Marketing & Corporate Relations | | 041-5043339 | | | 044-8015098 |
| Off-Campus Programmes Incl. Distance Education | | | 041-5042896 | | |
| Office for | | | 041-5042161 | | |

| | 2nd Avenue | Summerstrand North | Summerstrand South | Missionvale | George |
|---|-------------------|---------------------------|----------------------------|--------------------|----------------------------|
| International Education | | | | | |
| Postal Services | | 041-5043559 | 041-5042163 | 041-5041258 | 044-8015111 |
| Protection Services Emergency ALL: 041-5042009 CRIME LINE ANONYMOUS: 041-5049998 | 041-5043710 | 041-5043636 or 5043483 | 041-5042482 or 5042009 | 041-5041307 | 044-8015050 |
| Research Capacity Development: Honours, M & D Bursaries | | | 041-5042538 | | |
| Research Management | | | 041-5044536 | | |
| Student Housing | 041-5043839 | 041-5043941 | 041-5042261 | | 044-8015034 |
| Student Counselling, Career and Development Centre | 041-5043854 | 041-5043222 | 041-5042511 | 041-5041106 | 044-8015051 |
| Student Accounts | 041-5044364 | 041-5044364 | 041-5044364 | 041-5044364 | 044-8015053 |
| Student Governance and Development | | 041-5043351 | 041-5042491 | 041-5041235 | |
| Student Records | | | 041-5043536 041-5044271 | | 044-8015048 044-8015566 |
| Maintenance Services | 041-5043347 | 041- 5043347 | 041-5043347 | 041-5043347 | 044-8015006 |
| Transformation Monitoring and Evaluation | | | 041-5042870 | | |

ABOUT NMMU

Nelson Mandela Metropolitan University (NMMU) is a new generation university, distinguished by a wide range of study options and access routes open to students. With 415 programmes from certificate through to doctoral level across 200 different career fields, NMMU truly is a comprehensive university.

Founded on more than a century of quality higher education, NMMU nurtures innovation, fosters creativity, embraces technology and develops people to meet the challenges of tomorrow. NMMU is a product of a merger of the University of Port Elizabeth and the PE Technikon in 2005. Prior to such a merger, the Vista University campus of Port Elizabeth was incorporated into the former University of Port Elizabeth.

The university has a strong track record of research, working extensively in partnership with business and industry, making NMMU a valued contributor to the socioeconomic development of the region and beyond.

In 2016, the university had 26602 students and close to 3990 permanent and contract staff, based on six campuses in Nelson Mandela Bay and George.

Leaders

NMMU's Vice-Chancellor is Professor Derrick Swartz, the Chancellor is Ms Santie Botha and the Chair of Council is Judge Ronnie Pillay.

Location

Five of NMMU's campuses are in Nelson Mandela Bay and one is in George on the Garden Route. The six campuses are:

- South Campus in Summerstrand (within a 720-hectare private nature reserve)
- North Campus in Summerstrand
- Second Avenue Campus, home to the new "green" Business School, in Summerstrand
- Bird Street Campus which will be a new postgraduate arts hub in Central
- Missionvale Campus in Missionvale
- George Campus in George

Facilities and supportive teaching and learning environment

NMMU is privileged to have outstanding facilities. All students have access to well-equipped laboratories, some of which are open 24/7, and free Wi-Fi throughout all its campuses. All the lecture halls are equipped with the latest technology and students have the opportunity of using additional e-learning tools online. The campus libraries and information services network offers a state-of-the-art integrated online system. There are cafeterias, food courts and coffee shops.

A range of opportunities are provided to enhance the academic success of students. These include a first-year orientation programme, peer-facilitated learning opportunities (eg, Supplemental Instruction, e-PAL, tutorials, practicals, mentor programmes, 'Keys to Success' workshops and online resources). NMMU also promotes both in and outside of the class learning to enhance holistic student development. To recognise the learning that takes place outside of the class, NMMU has developed an innovative, electronic co-curricular record system.

The University also offers the finest sporting facilities in the Eastern Cape and numerous venues for conferences, meetings and other special events.

Faculties

NMMU has seven faculties. They are:

- Arts
- Business and Economic Sciences
- Education
- Engineering, the Built Environment and Information Technology
- Health Sciences
- Law
- Science

Academic focus areas

Though NMMU prides itself on its vast range of programme offerings, it has a number of strategic areas in terms of its core business of teaching and learning, research and engagement. They are:

- Health and wellness
- Economic and business development with a focus on job creation and entrepreneurship
- Materials and process development for industry and manufacturing
- Emerging information and communications technology for development
- Environmental and natural resource management
- Culture, communication and language
- Leadership, governance, democracy and justice
- Educational development in support of excellence in teaching, learning and curriculum
- Infrastructure and human settlement development

Strategic research areas

- Biodiversity conservation and restoration
- Coastal marine and shallow water ecosystems
- Cyber citizenship
- Democratisation, conflict and poverty
- Earth Stewardship Science
- Health and wellbeing
- Humanising pedagogies
- Manufacturing technology and engineering
- Nanoscale characterisation and development of strategic materials
- Science, Mathematics and Technology Education for Society
- Strategic energy technologies
- Sustainable human settlement development and management
- Sustainable local economic development

Research and Engagement entities

NMMU has 30 focused institutes, centres and units that exist over and above the formal academic structures that are aimed at promoting research, technology transfer and innovation. They include the likes of InnoVenton; NMMU's Institute for Chemical Technology and Downstream Chemicals; eNtsa, an institute that focuses on seeking solutions through engineering; Earth Stewardship Science Research Institute (ESSRI); and Institute for Coastal and Marine Research. Many are award-winning entities. The University also has a further 12 engagement institutes, centres and units and two clinics serving society in various initiatives.

'Green' endeavours

In line with its value of respect for the natural environment, NMMU is involved in a large number of "green" initiatives that will not only reduce its own carbon footprint but is also assisting others in seeking renewable energy resource solutions. The university's new Business School, for example, was the first in the country to be awarded four-star "green" accreditation for a public and education building by the Green Building Council of South Africa in 2013. The "green" agenda is supported by the Centre for Renewable Energy, which is recognised as a research leader in the field.

International links

Just over 8% of NMMU's student body comes from 64 different countries outside of South Africa. The Office for International Education fosters relationships and manages inter-institutional linkages to enrich both NMMU staff and students. These partnerships also foster our growing research. NMMU regularly sends students abroad.

Reasons to be proud:

- NMMU's diversity and multiculturalism. Our African students alone come from 34 countries on the continent.
- The High Resolution Transmission Electron Microscopy (HRTEM) Centre, which opened in 2011, is the only place in Africa where scientists can view atoms in line with NMMU's growing prominence for nanoscience.
- More than 40% of NMMU academic staff have doctoral degrees when compared to the national average of 33%.
- New infrastructure like the iconic Engineering block on North Campus and the new Human Movement Science Building complete with a 100m research sprint track on South Campus.
- NMMU has excellent links with industry and business, particularly within the pharmacy, tourism and automotive industries.

- NMMU's ongoing education partnership with Fifa, as one of only two presenters in Africa of an international sports management programme through the Centre International d'Etude du Sport (CIES).
- The success of being the first student racing team from Africa to successfully compete in the Formula Student event in Germany. NMMU students designed and built a racing car to exacting specifications.
- The university was selected in 2012 to facilitate the country's first electric e-mobility programme and technical centre, called the uYilo e-mobility programme.
- NMMU has extensive expertise within the field of friction processing which has resulted in numerous national awards for the patented technology, WeldCore®. This technology has also aligned the strategic partnership between NMMU and Eskom.
- NMMU's accounting and pharmacy students who continue to produce top results in their national external examinations.
- NMMU's international award-winning choir which continues to perform around the globe to wide acclaim.

VISION, MISSION, VALUES, EDUCATIONAL PURPOSE AND PHILOSOPHY**VISION**

To be a dynamic African university, recognised for its leadership in generating cutting-edge knowledge for a sustainable future.

MISSION

To offer a diverse range of quality educational opportunities that will make a critical and constructive contribution to regional, national and global sustainability.

To achieve our vision and mission, we will ensure that:

- Our values inform and define our institutional ethos and distinctive educational purpose and philosophy.
- We are committed to promoting equity of access and opportunities so as to give students the best chance of success in their pursuit of lifelong learning and diverse educational goals.
- We provide a vibrant, stimulating and richly diverse environment that enables staff and students to reach their full potential.
- We develop graduates and diplomates to be responsible global citizens capable of critical reasoning, innovation, and adaptability.
- We create and sustain an environment that encourages and supports a vibrant research, scholarship and innovation culture.
- We engage in mutually beneficial partnerships locally, nationally and globally to enhance social, economic, and ecological sustainability.

VALUES**i. Respect for diversity**

- We reflect and serve diverse regional, national and global communities
- We promote an open society where critical scholarship and the expression of a multiplicity of opinions and experiences are actively encouraged
- We foster an environment in which diversity is appreciated, respected and celebrated
- We are committed to accessibility, inclusivity and social justice

ii. Excellence

- We promote, recognise and reward excellence in our teaching, learning, research and engagement
- We promote, recognise and reward excellent service delivery to all our stakeholders
- We provide a supportive and affirming environment that enables students and staff to reach their full potential
- We adopt innovative approaches to promote excellence in our institutional policies, structures, processes and systems

iii. Ubuntu

- We are a people-centred university
- We respect the dignity of others
- We recognise our mutual interdependence
- We promote compassionate and responsible citizenship

iv. Integrity

- We act with integrity and accept responsibility for our actions
- We behave in an ethical and professional manner
- We conduct our activities in an accountable and transparent manner
- We ensure the integrity of our information, systems and processes

v. Respect for the natural environment

- We care about the environment and recognise our responsibility to conserve, protect and properly manage natural resources for ourselves and future generations
- We promote the integration of sustainability principles into our academic practices, institutional operations and design of physical infrastructure
- We encourage mutually beneficial and sustainable approaches to community service and engagement
- We inspire students and staff to embrace environmentally friendly practices

vi. Taking responsibility

- We acknowledge our personal responsibility for ethical behaviour towards others
- We assume responsibility for the achievement of personal and institutional goals
- We accept responsibility for our actions and the consequences thereof
- We provide an environment that encourages students and staff to take responsibility for their academic and professional endeavours

EDUCATIONAL PURPOSE AND PHILOSOPHY

- We provide transformational leadership in the service of society through our teaching and learning, research and engagement activities.
 - To achieve this we are committed to developing the human potential of our staff and students in the full spectrum of its cognitive, economic, social, cultural, aesthetic and personal dimensions in the pursuit of democratic citizenship.
- We adopt a humanising pedagogical approach that respects and acknowledges diverse knowledge traditions and engages them in critical dialogue in order to nurture a participative approach to problem-posing and -solving, and the ability to contribute to a multi-cultural society.
- We inspire our stakeholders to be passionate about and respectful of an ecologically diverse and sustainable natural environment.
- We will be known for our people-centred, caring, values-driven organisational culture that will allow all members of the university community to contribute optimally to its life.

ACADEMIC DRESS

Special academic attire was designed for office bearers at Nelson Mandela Metropolitan University to be worn at prestigious academic events like graduation.

Each outfit – from that of the Chancellor and Vice-Chancellor to those of the Executive Deans – has been especially selected to signify a particular office, in keeping with attire worn by academics at leading universities throughout the world.

The gowns, caps and hoods of NMMU graduates were similarly inspired and are explained in detail below.

Academic dress for graduates at NMMU is as follows:**Doctoral degrees**

- Gown:** Cardinal red polyester cashmere gown with long pointed sleeves pleated up with blue cord and button and lined with blue satin with 125mm facings and a blue collar.
- Hood:** Full shape hood in cardinal red polyester cashmere lined with faculty colour satin and edged around the cowl with 75mm faculty colour ribbon with 15mm blue ribbon overlaid central. 50mm wide straight neckband in cardinal red polyester cashmere, 25mm faculty colour ribbon in centre of neckband with 15mm blue ribbon overlaid central to faculty ribbon.
- Cap:** Round doctor's bonnet in black velvet with faculty colour cord and tassel.

Master's degrees

- Gown:** Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail is used.
- Hood:** Full shape blue hood lined faculty colour satin and edged around the outside of the cowl with 75mm faculty colour with ribbon. 50mm straight neckband in blue with 25mm faculty colour ribbon centred.
- Cap:** Black mortarboard with blue tassel.

Postgraduate diplomas

- Gown:** Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail.
- Hood:** Blue simple shape hood lined silver grey satin. Straight neckband with 15mm faculty ribbon on top edge of neckband and around cowl. 15mm silver grey ribbon on bottom edge of neckband and around cowl spaced 20mm away from the faculty colour.
- Cap:** Black mortarboard with blue tassel.

Bachelor honours degrees

- Gown:** Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail.
- Hood:** Blue simple shape hood lined silver grey satin with 50mm wide straight neckband in faculty colour. Cowl edged 75mm faculty colour ribbon on the outside. 15mm silver grey ribbon runs along the outer edge of the cowl, overlaid on faculty ribbon and on top edge of neckband.
- Cap:** Black mortarboard with blue tassel.

Four-year bachelor's degrees (including Bachelor of Technology degrees)

- Gown:** Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail.
- Hood:** Blue simple shape hood lined silver grey satin with 50mm wide straight neckband in faculty colour. Cowl edged 75mm faculty colour ribbon on the outside. Silver grey cord runs along the outer edge of the cowl, overlaid on faculty ribbon and on top edge of neckband.

Cap: Black mortarboard with blue tassel.

Three-year bachelor's degrees

Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail.

Hood: Blue simple shape hood lined with silver grey satin with 50mm wide straight neckband in faculty colour. Cowl edged 75mm faculty colour ribbon on the outside.

Cap: Black mortarboard with blue tassel.

Advanced diploma

Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail.

Hood: Blue simple shape hood lined with silver grey satin with 50mm wide straight neckband. 15mm faculty colour ribbon on top and bottom of neckband around cowl.

Cap: Black mortarboard with blue tassel.

Diploma

Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail.

Hood: Blue simple shape hood with 50mm wide straight neckband. 25mm faculty colour ribbon on centre of neckband.

Cap: Black mortarboard with blue tassel.

Faculty colours

| | |
|---|-------------------|
| Arts: | Yellow |
| Business & Economic Sciences: | Plum |
| Health Sciences: | Apple green |
| Law: | Grey blue |
| Education: | Orange |
| Science: | Dark green |
| Engineering, the Built Environment and Information Technology: | Light blue |
| Business School | Black and magenta |

Messrs T. Birch & Co (Pty) Ltd and its subsidiary, Croft Magill & Watson (Pty) Ltd, have been appointed as official robe-makers to the University and as contracted suppliers of choice to students for graduation academic attire.

The Image Factor has been appointed as the official photographer of the University.

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| ACADEMIC PROGRAMME AND ALMANAC 2017 |
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2017 ACADEMIC CALENDAR**LECTURE BLOCKS**

First teaching block: Monday 6 February – Friday 24 March (34 days)
Second teaching block: Monday 27 March – Friday 26 May (36 days)
Third teaching block: Monday 17 July – Friday 1 September (34 days)
Fourth teaching block: Monday 4 September – Friday 27 October (35 days)

NORMAL EXAMINATION PERIODS

First Semester: Wednesday 31 May – Tuesday 20 June (16 days)
 Second Semester: Thursday 2 November – Wednesday 22 November (18 days)

RE-EXAMINATION PERIODS

January re-examinations: Monday 9 January – Tuesday 24 January (including extension of 2016 normal examinations)
 February re-examinations: Thursday 9 February – Friday 17 February (during term time)
 Second Semester: Monday 10 July – Friday 14 July
 December re-exam: Monday 11 December – Wednesday 13 December

NOTE:

In the event of exams being disrupted, the University reserves the prerogative to extend the exam period for a reasonable time beyond the planned end of exams.

GRADUATION CEREMONIES**Autumn graduation**

Thursday 30 March – Friday 31 March (George)
 Tuesday 4 April – Tuesday 11 April (Port Elizabeth)

Summer graduation

Thursday 14 December 2017
 Friday 15 December 2017

STUDENT RECESS PERIODS

14 April – 23 April
 21 June – 16 July
 23 September – 1 October
 23 November – 31 December

* University re-opens: 3 January 2017

PUBLIC/UNIVERSITY HOLIDAYS 2017

| | | | |
|------------|------------|--------------|-----------------------|
| Semester 1 | Sun | 1 January | New Year's Day |
| | Mon | 2 January | Public Holiday |
| | Tues | 21 March | Human Rights Day |
| | Fri | 14 April | Good Friday |
| | Mon | 17 April | Family Day |
| | Thurs | 27 April | Freedom Day |
| | Fri | 28 April | University Holiday |
| | Mon | 1 May | Workers' Day |
| | Fri | 16 June | Youth Day |
| | Semester 2 | Wed | 09 August |
| Sun | | 24 September | Heritage Day |
| Mon | | 25 September | Public Holiday |
| Sat | | 16 December | Day of Reconciliation |
| Mon | | 25 December | Christmas Day |
| Tues | | 26 December | Day of Goodwill |

SCHOOL HOLIDAYS (COASTAL SCHOOLS)

| | | | |
|--------|-------|-------------------------------|----------------|
| Term 1 | Sat | 1 April – Mon 17 April | |
| | Mon | 20 March | School Holiday |
| | Fri | 28 April | School Holiday |
| Term 2 | Sat | 1 July – Sun 23 July | |
| Term 3 | Sat | 30 September – Sun 8 October | |
| Term 4 | Thurs | 7 December – Tues 16 Jan 2018 | |

ALMANAC**January**

| | |
|---------------|--|
| Sun 1 | New Year's Day |
| Mon 2 | Public Holiday |
| Tue 3 | University re-opens First day for submission and processing of study elsewhere and module credit requests Library and Information Services re-open Library and Information Services: Vacation hours Viewing and applications for re-marking of December 2016 examination answer scripts commence First day for submission of requests for programme/qualification changes for the purpose of graduation in April 2017 First day for submission of requests for programme/qualification changes for 2016 registered students for the purpose of 2017 registration (Semester 1) |
| Wed 4 | First day for the submission of appeals from students who attempted all their modules during the December examination and were refused re-admission for the 2017 academic year |
| Thu 5 | |
| Fri 6 | Last day for the submission of treatises/dissertations/theses for examination purposes for graduation in April 2017 (Graduation in 2017 not guaranteed) |
| Sat 7 | Library and Information Services 10:00-15:00 (South and Missionvale Campuses only) |
| Sun 8 | Library and Information Services closed |
| Mon 9 | Extension of 2016 normal examinations/re-examinations commence |
| Tue 10 | |
| Wed 11 | Schools re-open |
| Thu 12 | Admissions Committee (Special) (10:00) |
| Fri 13 | |
| Sat 14 | Residences open for new international students (on and off-campus) Library and Information Services 10:00-15:00 (South and Missionvale Campuses only) |
| Sun 15 | Library and Information Services closed |
| Mon 16 | Deans' Forum Breakaway On-line Registration commences BTech Block 1 modules commence (Forestry and Wood Technology) Library and Information Services - George Campus Only : Term hours from 16-20 January 2017 |
| Tue 17 | Deans' Forum Breakaway New International Students' Orientation commences |
| Wed 18 | Deans' Forum Breakaway Special APC meeting to discuss new process for new programmes |
| Thu 19 | Admissions Committee (Special) (10:00) |
| Fri 20 | Residences open for new students (on and off campus) Last day for the submission of appeals from students who attempted all their modules during the December examination and were refused re-admission for the 2017 academic year |
| Sat 21 | Residences re-open for First Year students (George Campus) Library and Information Services - George Campus Only : 09:00-13:00 NMMU Official welcoming ceremony for all first-year students and their parents George Campus Official welcoming ceremony for all First Year students and their parents Library and Information Services: Vacation hours 10:00-15:00 (South and Missionvale Campuses only) |
| Sun 22 | Library and Information Services closed |

- Mon 23** Orientation Programme commences
George Campus First Year registration commences
George Campus Registration of **All International students**
Registration and First-Year Success (FYS) Programme commence
George Campus First Year SNRM (Faculty of Science) students register
George Campus Higher Certificate in Veldfire Management (Full-time) (Science) students register
Library and Information Services - **George Campus Only:** Term hours from 23-27 January 2017
- Tue 24** Student Disciplinary Committee (08:30)
Extension of 2016 normal examinations/re-examinations end
George Campus Higher Certificate in IT User Support Services (EBEIT) students register
George Campus All First Year Faculty of Business and Economic Sciences (BES) students register
- Wed 25** Management Committee (08:30)
- Thu 26** Admissions Committee (Special) (10:00)
- Fri 27** George Campus Education Senior students register
BTech Block 1 modules end (Forestry and Wood Technology)
Study Abroad and Exchange students' Weekend Orientation commences
Last day for submission of examination scripts and final mark reports to the Examination Section (14:00)
Last day for processing January 2017 examination/re-examination/special examination marks by academic departments (12:00)
Last day for submission of experiential training reports and applications for module credit requests for graduation in 2017
- Sat 28** Library and Information Services 10:00-15:00 (South and Missionvale Campuses only)
- Sun 29** Library and Information Services closed
- Mon 30** Study Abroad and Exchange Student Orientation Opening Ceremony
Publication of provisional January 2017 examination/re-examination/special examination results (14:00)
- Tue 31** Student Disciplinary Committee (08:30)
- February**
- Wed 1** Research Ethics Committee (Animal) (12:30)
- Thu 2** Engagement Committee (09:00)
Admissions Committee (Special) (10:00)
George Campus Advanced Diploma (Business Studies) students register
George Campus Business and Economic Sciences Faculty senior students register
- Fri 3** Nomination Committee (11:00)
Executive Committee of Council (09:00)
English Skills Programme Orientation
George Campus SNRM (Faculty of Science) senior students register
George Campus BTech Nature Conservation, Game Ranch Management and Agricultural Management (full-time) (Faculty of Science) students register
- Sat 4** Library and Information Services: Vacation hours 10:00-15:00 (South and Missionvale Campuses only)
- Sun 5** **Last day of Summer recess for students**
Library and Information Services closed
- Mon 6** **Registration changes commence**
Library and Information Services: Term hours

Graduate School - Trimester 1 Lectures commence

English as a Foreign Language Orientation (LEF 001)

Publication of final January 2017 examination/re-examination/special examination results

Full-time and part-time lectures commence: Start of first teaching block of lectures

HC Veldfire Management Block 1 - 1st semester course commences (First year part-time and full-time)

George Campus HC Veldfire Management First Year (Part-time and full-time) (Faculty of Science) students register

First day for submission of appeals from students who attempted all their modules by the end of the January 2017 examination/re-examination/special examination and were refused re-admission for the 2017 academic year

Tue 7 Arts, Culture and Heritage Committee (14:00)

Wed 8 Executive Committee of Senate (08:30)

Student Disciplinary Committee (08:30)

Last day for submission of appeals from students who attempted some or all their modules during the January 2017 examination/re-examination/special examination and were refused re-admission for the 2017 academic year

Thu 9 Admissions Committee (Special) (10:00)

Alumni Association Executive Committee (17:30)

February re-examinations commence

Library and Information Services Committee (14:00)

Fri 10 English Skills Programme commences

Viewing and applications for re-marking of January 2017 examination answer scripts commence

Processing of final year study elsewhere and module credit requests submitted by 27 January deadline for 2017 graduation purposes end

Sat 11

Sun 12

Mon 13 Last day for viewing and applications for re-marking of November 2016 examination answer scripts

Tue 14 Risk Management Committee (09:00)

Wed 15 Tender Adjudication Committee (09:00)

Thu 16 NMMU Research Technology and Innovation Committee (08:30)

Fri 17 **February re-examinations end**

Faculty Board Meeting: Faculty of Education (13:30)

Faculty Board Meeting: Faculty of Engineering, the Built Environment and Information Technology (12:00)

HC Veldfire Management Block 1 - 1st semester course ends (First year part-time and full-time)

Sat 18 Campus Life Festival

Sun 19

Mon 20 NMMU Teaching and Learning Committee (14:00)

Last day for viewing and applications for re-marking of January 2017 examination answer scripts

Tue 21 Sexual Harassment Committee (14:00)

Final date for approval of master's and doctoral degree examination reports and approval of articles for doctoral candidates for graduation in April 2017

Wed 22 Management Committee (08:30)

Research Ethics Committee (Human) (14:00)

Last day for submission of examination scripts and final mark reports to the Examination Section (14:00)

Last day for processing February 2017 re-examination/special examination marks by academic departments (12:00)

Thu 23 Sport Committee (13:00)

Postgraduate Studies Committee (09:00)

Student Disciplinary Committee (08:30)

Student Support Services Council (14:00)

Faculty Board Meeting: Faculty of Health Sciences (12:00)

Publication of provisional February 2017 examination/re-examination/special examination results (14:00)

Final date for the approval by Faculty Postgraduate Studies Committees of applications for studies in abeyance for master's and doctoral students

Fri 24 Faculty Board Meeting: Faculty of Law (14:00)

Sat 25

Sun 26

Mon 27 Information and Communication Technology Committee (14:00)

HC Veldfire Management Block 1 - 1st semester course commences (Second year part-time and full-time)

Tue 28 Deans' Forum (08:30)

Blended Learning Committee (12:30)

Academic Programme Committee (08:30)

Physical Planning and Space Utilisation Committee (14:00)

Last day for approval by APC of all Form 2 new programmes for implementation in the 2018 academic year

Last day for approval by APC of all programme amendments for implementation in the 2018 academic year and for inclusion in the 2018 Academic Prospectuses

March

Wed 1 **Census Date: Term 1 modules**

Research Ethics Committee (Animal) (12:30)

Start of 2017 Graduate Recruitment Presentations (early awareness)

Thu 2 Quality Committee (08:30)

Faculty Board Meeting: Faculty of Arts (14:00)

Fri 3 Publication of final February 2017 examination/re-examination/special examination results

Sat 4

Sun 5

Mon 6 Transformation Committee (14:00)

Tue 7 Student Disciplinary Committee (08:30)

Extended Management Committee (Retreat) (08:30)

Wed 8 Extended Management Committee (Retreat) (08:30)

Thu 9 Admissions Committee (12:00)

Central Timetabling Committee (14:00)

Fri 10 **Registration ends**

Research Committee (08:30)

Human Resources and Remuneration Committee (08:30)

Faculty Board Meeting: Faculty of Business and Economic Sciences (14:00)

Graduate School - Last day for cancellation of Trimester 1 modules without penalty

HC Veldfire Management Block 1 - 1st semester course ends (Second year part-time and full-time)

Graduate School Trimester 1 - Last day for late registration of modules and registration changes

Last day for submission of requests for programme/qualification changes for the purpose of graduation in April 2017

Last day for submission of requests for programme/qualification changes for 2016 registered students for the purpose of 2017 registration (Semester 1)

Last day for students to apply to the Exams Office if they wish not to write exams on a particular date or time during the exam period due to clashes with religious or cultural observance (Application must be accompanied by a letter from the relevant ordained religious leader or designated authority on an official letterhead)

Sat 11

Sun 12

Mon 13 Senate (14:00)

Disability Advisory Forum (14:00)

Graduate School - Last day for cancellation of Trimester 1 modules with 50% liability

Late Registration commences¹⁾

¹⁾ Late registration after 10 March is subject to payment of a late registration fee

Tue 14 Internationalisation Committee (08:30)

Wed 15 Audit and Risk Committee (09:00)

Student Disciplinary Committee (08:30)

Faculty Board Meeting: Faculty of Science (14:00)

Thu 16 Safety, Health and Environment Management Committee (14:00)

Last day for submission of final copies of treatises/dissertations/theses for graduation in April 2017

Fri 17 Governance Committee (09:00)

Sat 18

Sun 19

Mon 20 **School Holiday**

Tue 21 **Human Rights Day**

Administrative Offices and Library and Information Services closed

Wed 22 Capital Resources Allocation Committee (09:00)

Thu 23 Deans' Forum (08:30)

Finance and Facilities Committee (14:00)

Fri 24 **Census Date: Trimester 1 modules**

End of first teaching block of lectures

Sat 25

Sun 26

Mon 27 Institutional Forum (14:00)

Start of second teaching block of lectures

Tue 28 Tender Adjudication Committee (09:00)

Student Disciplinary Committee (08:30)

Wed 29 Management Committee (08:30)

Research Ethics Committee (Human) (14:00)

Thu 30 Student Support Services Council (14:00)

Co-Curricular Student Development Committee (12:00)

George Campus Autumn Graduation Ceremonies commence (10:00)

Computing Sciences and Information Technology Careers Fair

Fri 31 **Schools close**

Late registration ends

Census Date: Semester 1 modules

George Campus Autumn Graduation Ceremonies end

Graduate School - Late registration ends for year block and Trimester 2 and 3 modules

Graduate School - Last day for cancellation of year block modules without penalty

Last day for registration changes for the block of lectures that started on 6 February 2017

Last day for renewal of registration by candidates for research master's and doctoral degrees

April

Sat 1

Sun 2

Mon 3

Graduation Site meeting (15:00)

Student Orientation Committee (12:00)

Executive Committee of Council (09:00)

Start of 2017 Law Recruitment Programme

Cycle for applications for academic admission for 2018 opens

HC Veldfire Management Block II - 1st semester course commences (First year part-time and full-time)

Tue 4

PE Autumn Graduation Ceremonies commence

Wed 5

Chancellor's Doctoral Dinner

Thu 6

Fri 7

Publication of Provisional Examination Timetable without venues

Sat 8

Sun 9

Mon 10

Tue 11

PE Autumn Graduation Ceremonies end

Wed 12

Sexual Harassment Committee (14:00)

Thu 13

End of 2017 Law Recruitment Programme

Last day for module changes for the block of lectures that started on 27 March 2017

HC Veldfire Management Block II - 1st semester course ends (First year part-time and full-time)

Fri 14

Good Friday

Start of Autumn recess for students

Administrative Offices and Library and Information Services closed

Sat 15

Library and Information Services closed

Sun 16

Library and Information Services closed

Mon 17

Family Day

Administrative Offices and Library and Information Services closed

Tue 18

Schools re-open

Library and Information Services: Vacation hours

Wed 19

Management Committee (08:30)

Thu 20

Fri 21

Graduate School - Last day for cancellation of Trimester 1 modules for exam purposes

Last day for cancellation of registration, as well as the cancellation of particular modules for the purposes of June examinations

Sat 22

Library and Information Services 10:00-15:00 (South and Missionvale Campuses only)

Sun 23

End of Autumn recess for students

Library and Information Services closed

Mon 24

Lectures resume

Library and Information Services: Term hours

Tue 25

Council (10:00)

Human Resources Development Committee (14:00)

Wed 26 Census Date: Term 2 modules

Student Support Services Council (14:00)

Research Ethics Committee (Human) (14:00)

Last day for submission of intention to submit documentation for examination by postgraduate students for awarding of master's and doctoral degrees in December 2017

Submission of examination question papers, marking guidelines and module outcomes for the June 2017 examinations - all exit level modules (including special/re-examinations for July 2017)

Thu 27 Freedom Day

Administrative Offices and Library and Information Services closed

Fri 28 School Holiday

University Holiday

Administrative Offices and Library and Information Services closed

Sat 29 Library and Information Services closed

Sun 30 Library and Information Services closed

May

Mon 1 Workers' Day

Administrative Offices and Library and Information Services closed

Tue 2 Transformation Committee (14:00)

Wed 3 Executive Committee of Senate (08:30)

Research Ethics Committee (Animal) (12:30)

Last day for approval by ECS of all Form 2 new programmes for implementation in the 2018 Academic year

Last day for approval by ECS of all programme amendments for implementation in the 2018 academic year and for inclusion in the 2018 Academic Prospectuses

Thu 4 Health Care Committee (10:00)

Academic Programme Committee (08:30)

Alumni Association Executive Committee (17:30)

Faculty Board Meeting: Faculty of Health Sciences (12:00)

Fri 5 Open Day (Port Elizabeth)

Faculty Board Meeting: Faculty of Law (14:00)

Publication of final June examination timetable with venues

Sat 6 Open Day (Port Elizabeth)

Sun 7

Mon 8 Scholarship and Bursaries Committee (09:00)

HC Veldfire Management Block II - 1st semester course commences (Second year part-time and full-time)

Tue 9 Tender Adjudication Committee (09:00)

Faculty Board Meeting: Faculty of Arts (14:00)

Last day for the submission of all examination question papers, marking guidelines and module outcomes for June 2017 examinations including special/re-examination for July examinations

Wed 10 Extended Management Committee (08:30)

Student Disciplinary Committee (08:30)

Thu 11 Postgraduate Studies Committee (09:00)

Graduate School - End of Trimester 1 Lectures

Fri 12 Research Committee (08:30)

NMMU Open Day (George)

| | |
|---------------|---|
| Sat 13 | NMMU Open Day (George) |
| Sun 14 | |
| Mon 15 | Library and Information Services Committee (14:00) Graduate School - Trimester 1 Examinations commence |
| Tue 16 | Safety, Health and Environment Management Committee (14:00) |
| Wed 17 | Blended Learning Committee (12:30) Arts, Culture and Heritage Committee (14:00) Faculty Board Meeting: Faculty of Science (14:00) |
| Thu 18 | Deans' Forum (13:30) NMMU Research Technology and Innovation Committee (08:30) End of 2017 Graduate Recruitment Presentations (early awareness) |
| Fri 19 | Faculty Board Meeting: Faculty of Education (13:30) Graduate School - Trimester 1 Examinations end Faculty Board Meeting: Faculty of Engineering, the Built Environment and Information Technology (12:00) |
| Sat 20 | |
| Sun 21 | |
| Mon 22 | Information and Communication Technology Committee (14:00) Graduate School – Trimester 2 lectures commence |
| Tue 23 | Engagement Committee (09:00) |
| Wed 24 | Management Committee (08:30) Student Disciplinary Committee (08:30) Faculty Board Meeting: Faculty of Business and Economic Sciences (14:00) |
| Thu 25 | Sport Committee (13:00) Risk Management Committee (09:00) Student Support Services Council (14:00) |
| Fri 26 | End of second teaching block of lectures Human Resources and Remuneration Committee (08:30) Calculation of examination admission marks Publication of class marks on Student Portal (12:00) |
| Sat 27 | Study break commences |
| Sun 28 | |
| Mon 29 | Central Timetabling Committee (14:00) Final date for approval by Faculty Postgraduate Studies Committees for the appointment of external examiners for awarding of master's and doctoral degrees in December 2017 |
| Tue 30 | Study break ends Internationalisation Committee (08:30) |
| Wed 31 | Research Ethics Committee (Human) (14:00) 1st semester examinations commence Closing date for submission of NMMU Engagement Award Closing date for submission of application forms for NMMU Innovation Awards Closing date for submission of application forms for NMMU Researcher of the year Closing date for submission of Faculty Excellent Teacher and Emerging Excellent Teacher awards Closing date for submission of NMMU Excellent Teacher, Distinguished Teacher, and NMMU Teaching and Learning Excellence: Team awards Closing date for submission by faculties of names of Faculty Researcher of the Year and Emerging Researcher of the Year award to Research Management |

June

- Thu 1** Admissions Committee (12:00)
Finance and Facilities Committee (14:00)
- Fri 2** Academic Programme Committee (08:30)
Graduate School - Last day for registration changes for Trimester 2
Graduate School - Last day for cancellation of Trimester 2 modules without penalty
Closing date for applications for admission by undergraduate students for second semester 2017
- Sat 3**
- Sun 4**
- Mon 5** Institutional Forum (14:00)
- Tue 6** Quality Committee (08:30)
Student Orientation Committee (12:00)
- Wed 7** Audit and Risk Committee (09:00)
- Thu 8** NMMU Teaching and Learning Committee (14:00)
- Fri 9** Governance Committee (09:00)
- Sat 10**
- Sun 11**
- Mon 12** Disability Advisory Forum (14:00)
Physical Planning and Space Utilisation Committee (14:00)
- Tue 13** Tender Adjudication Committee (09:00)
Co-Curricular Student Development Committee (12:00)
- Wed 14** Senate (14:00)
Last day for approval by Senate of all Form 2 new programmes for implementation in the 2018 Academic year
Last day for approval by Senate of all programme amendments for implementation in the 2018 Academic year and for inclusion in the 2018 Academic Prospectuses
- Thu 15** Deans' Forum (08:30)
Census Date: Year modules
Last day for late applications for admission by undergraduate students for second semester 2017
- Fri 16** **Youth Day**
Administrative Offices and Library and Information Services closed
- Sat 17**
- Sun 18**
- Mon 19** BTech Block 2 modules commence (Forestry and Wood Technology)
Library and Information Services - **George Campus Only:** Term hours from 19-23 June 2017
- Tue 20** Executive Committee of Senate (08:30)
Last day of 1st semester examinations
Last day for processing June examination marks by academic departments (12:00)
Last day for processing Continuous Assessment Marks - Semester 1 modules
Graduate School - Last day for cancellation of Trimester 2 modules with 50% liability
Last day for submission of examination scripts and final mark reports to the Examination Section (14:00)
- Wed 21** Management Committee (08:30)
Research Ethics Committee (Animal) (12:30)
Residences close for 1st semester
Start of Winter recess for students
Library and Information Services: Vacation hours

Thu 22**Fri 23** Executive Committee of Council (09:00)**Sat 24** Library and Information Services - **George Campus Only:** 09:00-13:00
Library and Information Services 10:00-15:00 (South and Missionvale Campuses only)**Sun 25** Library and Information Services closed**Mon 26** Capital Resources Allocation Committee (09:00)Library and Information Services - **George Campus Only:** Term hours from 26-30 June 2017**Tue 27** Human Resources Development Committee (14:00)

Publication of provisional June 2017 results

Wed 28 Extended Management Committee (08:30)

Research Ethics Committee (Human) (14:00)

Thu 29**Fri 30** **Schools close**

English Skills Programme ends

Census Date: Trimester 2 modules

BTech Block 2 modules end (Forestry and Wood Technology)

July**Sat 1** Library and Information Services 10:00-15:00 (South and Missionvale Campuses only)**Sun 2** Library and Information Services closed**Mon 3****Tue 4****Wed 5** Viewing and application for re-marking of June 2017 examination answer scripts commence**Thu 6****Fri 7** Residences open for new students (on and off campus)

Publication of final June examination results

Study Abroad and Exchange Students' Weekend Orientation commences

Sat 8 Library and Information Services: Vacation hours 10:00-15:00 (South and Missionvale Campuses only)**Sun 9** Library and Information Services closed**Mon 10** **Re-examinations/Special examinations commence**

Study Abroad and Exchange Student Orientation Opening Ceremony

First day for submission of requests for programme/qualification changes for 2017 registered students for the purpose of 2018 registration (Semester 2)

Tue 11**Wed 12****Thu 13** Faculty Board Meeting: Faculty of Health Sciences (12:00)**Fri 14** **Re-examinations/Special examinations end**

New International Student Orientation ends

English as a Foreign Language Orientation (LEF 002)

Registration for 2nd semester new intake students only

Last day for submission of requests for programme/qualification changes for 2017 registered students for the purpose of 2018 registration (Semester 2)

Sat 15 Library and Information Services: Vacation hours 10:00-15:00 (South and Missionvale Campuses only)**Sun 16** **End of Winter recess for students**

Library and Information Services closed

Mon 17 **Registration changes commence**

Start of third teaching block of lectures

Library and Information Services: Term hours

HC Veldfire Management Block 1 - 2nd semester course commences (First year part-time and full-time)**Late registration commences (new intake/first time and returning students)¹⁾**¹⁾ **Late registration after 14 July is subject to payment of a late registration fee.****Tue 18** Tender Adjudication Committee (09:00)**Wed 19** Management Committee (08:30)

Alumni Association (AGM) (18:00)

Last day for processing of re-examination/special examination marks by academic departments (12:00)

Last day for the submission of re-examination scripts and final mark reports by academic departments to the Examination Section (14:00)

Thu 20 Higher Education Committee (09:00)

Sexual Harassment Committee (14:00)

Student Disciplinary Committee (08:30)

Student Support Services Council (14:00)

Academic Achievement Awards Dinner

Fri 21 Council (10:00)

Faculty Board Meeting: Faculty of Engineering, the Built Environment and Information Technology (12:00)

Sat 22**Sun 23****Mon 24** **Schools re-open**

Engagement Committee (09:00)

Publication of final examination marks for July 2017

Start of 2017 Graduate Recruitment Programme (formal)

Last day for viewing and submission of applications for re-marking of June 2017 examination answer scripts

Tue 25 Student Disciplinary Committee (08:30)

Extended Management Committee (Retreat) (08:30)

Wed 26 NMMU Careers Fair

Research Ethics Committee (Human) (14:00)

Extended Management Committee (Retreat) (08:30)

Viewing and application for re-marking of July 2017 examination answer scripts commence

Thu 27 Deans' Forum (08:30)

NMMU Careers Fair

Faculty Board Meeting: Faculty of Science (14:00)

Library and Information Services Committee (14:00)

Fri 28 HC Veldfire Management Block 1 - 2nd semester course ends (First year part-time and full-time)**Last day for registration and cancellation of modules for the block of lectures that started on 17 July 2017****Sat 29****Sun 30****Mon 31** Executive Committee of Senate (08:30)

August

| | |
|---------------|---|
| Tue 1 | NMMU Diversity month commences Safety, Health and Environment Management Committee (14:00) |
| Wed 2 | Research Ethics Committee (Animal) (12:30) Faculty Board Meeting: Faculty of Arts (14:00) Capital Resources Allocation Committee (09:00) |
| Thu 3 | Accounting and Law Day NMMU Teaching and Learning Committee (14:00) First closing date for applications for undergraduate academic admissions for 2018 academic year Last day for submission of treatises, dissertations and theses for the awarding of master's and doctoral degrees in December 2017 |
| Fri 4 | Executive Committee of Council (09:00) |
| Sat 5 | |
| Sun 6 | |
| Mon 7 | Arts, Culture and Heritage Committee (14:00) Last day for viewing and submission of applications for re-marking of July 2017 examination answer scripts HC Veldfire Management Block 1 - 2 nd semester course commences (Second year part-time and full-time) Last day for students to apply to the Exams Office if they wish not to write exams on a particular date or time during the exam period due to clashes with religious or cultural observance (Application must be accompanied by a letter from the relevant ordained religious leader or designated authority on an official letterhead) |
| Tue 8 | Transformation Committee (14:00) Census Date: Term 3 modules |
| Wed 9 | National Women's Day <i>Administrative Offices and Library and Information Services closed</i> |
| Thu 10 | Co-Curricular Student Development Committee (12:00) NMMU Research Technology and Innovation Committee (08:30) |
| Fri 11 | Research Committee (08:30) Faculty Board Meeting: Faculty of Education (13:30) Graduate School - End of Trimester 2 Lectures |
| Sat 12 | |
| Sun 13 | |
| Mon 14 | Tender Adjudication Committee (09:00) International Diversity Week commences Graduate School - Trimester 2 Examinations commence |
| Tue 15 | Internationalisation Committee (08:30) Student Disciplinary Committee (08:30) |
| Wed 16 | Senate (14:00) |
| Thu 17 | Risk Management Committee (09:00) Alumni Association Executive Committee (17:30) |
| Fri 18 | Intervarsity International Diversity Week ends Faculty Board Meeting: Faculty of Law (13:00) Graduate School - Trimester 2 Examinations end Faculty Board Meeting: Faculty of Business and Economic Sciences (14:00) HC Veldfire Management Block 1 - 2 nd semester course ends (Second year part-time and full-time) |
| Sat 19 | Intervarsity |

Sun 20

Mon 21 Information and Communication Technology Committee (14:00)
Graduate School - Trimester 3 lectures commence

Tue 22 Academic Programme Committee (08:30)
Student Orientation Committee (12:00)

Wed 23 Management Committee (08:30)

Thu 24 Deans' Forum (13:30)
Sport Committee (13:00)
Student Support Services Council (14:00)
Scholarship and Bursaries Committee (09:00)

Fri 25**Sat 26****Sun 27**

Mon 28 Central Timetabling Committee (14:00)
HC Veldfire Management Block II - 2nd semester course commences (First year part-time and full-time)
Last day for submission of intention to submit documentation for examination by postgraduate students for awarding of master's and doctoral degrees in April 2018

Tue 29 Executive Committee of Senate (08:30)
Student Disciplinary Committee (08:30)

Wed 30 Institutional Forum (14:00)
Research Ethics Committee (Human) (14:00)

Thu 31 NMMU Diversity month ends
Extended Management Committee (08:30)

September

Fri 1 **End of third teaching block of lectures**

Human Resources and Remuneration Committee (08:30)
Graduate School - Last day for changes for Trimester 3 modules
Graduate School - Last day for cancellation of Trimester 3 modules without penalty

Sat 2**Sun 3**

Mon 4 Quality Committee (08:30)
Start of fourth teaching block of lectures

Tue 5 Tender Adjudication Committee (09:00)

Wed 6 Admissions Committee (12:00)
Audit and Risk Committee (09:00)

Census Date: Semester 2 modules

Thu 7 Physical Planning and Space Utilisation Committee (14:00)

Fri 8 HC Veldfire Management Block II - 2nd semester course ends (First year part-time and full-time)

Sat 9**Sun 10**

Mon 11 Disability Advisory Forum (14:00)

Tue 12 Steve Biko Public Lecture

Wed 13 Research Ethics Committee (Animal) (12:30)

Thu 14 Blended Learning Committee (12:30)
Student Disciplinary Committee (08:30)
End of 2017 Graduate Recruitment Programme (formal)

Fri 15 Governance Committee (09:00)

Sat 16

Sun 17

Mon 18 Postgraduate Studies Committee (09:00)

Publication of Provisional Examination Timetable without venues

Tue 19

Wed 20 Management Committee (08:30)

Research Ethics Committee (Human) (14:00)

Thu 21 Deans' Forum (08:30)

Finance and Facilities Committee (14:00)

Student Support Services Council (14:00)

Fri 22 **Last day for module changes for the block of lectures that started on 4 September 2017**

Sat 23 **Start of Spring recess for students**

Library and Information Services closed

Sun 24 **Heritage Day**

Library and Information Services closed

Mon 25 **Public Holiday**

Administrative Offices and Library and Information Services closed

Tue 26 **Census Date: Term 4 modules**

Human Resources Development Committee (14:00)

Library and Information Services: Vacation hours

Wed 27

Thu 28

Fri 29 **Schools close**

Last day for submission of experiential training reports and applications for module credit requests for graduation in December 2017

Last day for cancellation of registration, as well as the cancellation of particular modules for the purposes of November examinations

Submission of examination question papers, marking guidelines and module outcomes for November 2017 examinations - all exit level modules (including special/re-examinations for January 2018)

Sat 30 Library and Information Services: Vacation hours 10:00-15:00 (South and Missionvale Campuses only)

October

Sun 1 **End of Spring recess for students**

Library and Information Services closed

Mon 2 Lectures resume

Library and Information Services: Term hours

HC Veldfire Management Block II - 2nd semester course commences (Second year part-time and full-time)

Tue 3 Student Disciplinary Committee (08:30)

Wed 4 Executive Committee of Senate (08:30)

Census Date: Trimester 3 modules

Thu 5 Health Care Committee (10:00)

NMMU Teaching and Learning Committee (14:00)

Final date for approval of master's and doctoral degree examination reports and approval of articles for doctoral candidates for graduation in December 2017

Final date for approval by Faculty Postgraduate Studies Committees for the appointment of external examiners for awarding of master's and doctoral degrees in April 2018

| | |
|---------------|--|
| Fri 6 | <p>Research Committee (08:30)</p> <p>Publication of final November examination timetable with venues</p> <p>Faculty Board Meeting: Faculty of Engineering, the Built Environment and Information Technology (12:00)</p> |
| Sat 7 | |
| Sun 8 | |
| Mon 9 | <p>Schools re-open</p> <p>Academic Programme Committee (08:30)</p> |
| Tue 10 | <p>Tender Adjudication Committee (09:00)</p> <p>Faculty Board Meeting: Faculty of Arts (14:00)</p> <p>Faculty Board Meeting: Faculty of Business and Economic Sciences (14:00)</p> |
| Wed 11 | <p>Sport Awards</p> <p>Student Disciplinary Committee (08:30)</p> <p>Research Ethics Committee (Animal) (12:30)</p> |
| Thu 12 | Higher Education Committee (09:00) |
| Fri 13 | <p>Council (10:00)</p> <p>Faculty Board Meeting: Faculty of Education (13:30)</p> <p>HC Veldfire Management Block II - 2nd semester course ends (Second year part-time and full-time)</p> <p>Last day for the submission of examination question papers, marking guidelines and module outcomes for November 2017 examinations including special/re-examination for January 2018</p> |
| Sat 14 | |
| Sun 15 | |
| Mon 16 | <p>Institutional Forum (14:00)</p> <p>First day for submission of requests for programme/qualification changes for the purpose of graduation in April 2018</p> |
| Tue 17 | <p>Achievers Dinner</p> <p>Extended Management Committee (08:30)</p> |
| Wed 18 | <p>Arts, Culture and Heritage Committee (14:00)</p> <p>Faculty Board Meeting: Faculty of Science (14:00)</p> |
| Thu 19 | <p>Sexual Harassment Committee (14:00)</p> <p>Central Timetabling Committee (14:00)</p> <p>Student Disciplinary Committee (08:30)</p> <p>Faculty Board Meeting: Faculty of Health Sciences (12:00)</p> |
| Fri 20 | <p>Faculty Board Meeting: Faculty of Law (14:00)</p> <p>Last day for cancellation of Trimester 3 modules</p> <p>Final date for submission of requests for programme/qualification changes for the purpose of graduation in April 2018</p> |
| Sat 21 | |
| Sun 22 | |
| Mon 23 | Engagement Committee (09:00) |
| Tue 24 | Safety, Health and Environment Management Committee (14:00) |
| Wed 25 | <p>Management Committee (08:30)</p> <p>Research Ethics Committee (Human) (14:00)</p> |
| Thu 26 | <p>Deans' Forum (08:30)</p> <p>Sport Committee (13:00)</p> <p>Honorary Awards Committee (08:30)</p> <p>Student Disciplinary Committee (08:30)</p> |

- Student Support Services Council (14:00)
- Fri 27** Nomination Committee (11:00)
 Finalisation of class marks
 Executive Committee of Council (09:00)
End of fourth teaching block of lectures
 Calculation of examination admission marks
 Publication of class marks on Student Portal
- Sat 28** Study break commences
- Sun 29**
- Mon 30** Student Orientation Committee (12:00)
 Capital Resources Allocation Committee (09:00)
- Tue 31** Internationalisation Committee (08:30)
 Closing date for late applications for academic admission and residences for 2018

November

- Wed 1** Study break ends
 Audit and Risk Committee (09:00)
- Thu 2** Admissions Committee (12:00)
 Transformation Committee (14:00)
2nd semester examinations commence
- Fri 3** Human Resources and Remuneration Committee (08:30)
- Sat 4**
- Sun 5**
- Mon 6** Library and Information Services Committee (14:00)
 Last day for submission of final copies of treatises/dissertations/theses for graduation in December 2017
- Tue 7** Senate (14:00)
- Wed 8** Blended Learning Committee (12:30)
 Research Ethics Committee (Animal) (12:30)
- Thu 9** Finance and Facilities Committee (14:00)
 Alumni Association Executive Committee (17:30)
 Graduate School - End of Trimester 3 Lectures
- Fri 10** Governance Committee (09:00)
- Sat 11**
- Sun 12**
- Mon 13** Disability Advisory Forum (14:00)
 Information and Communication Technology Committee (14:00)
Graduate School - Trimester 3 Examinations commence
- Tue 14** Human Resources Development Committee (14:00)
 Physical Planning and Space Utilisation Committee (14:00)
- Wed 15** Postgraduate Studies Committee (09:00)
- Thu 16** Risk Management Committee (09:00)
 Co-Curricular Student Development Committee (12:00)
- Fri 17** Graduate School - Trimester 3 Examinations end
- Sat 18**
- Sun 19**
- Mon 20** Quality Committee (08:30)
- Tue 21** Academic Programme Committee (08:30)
- Wed 22** Management Committee (08:30)

Last day of 2nd semester examinations**Last day for processing Continuous Assessment Marks - Semester 2 and Year modules****Thu 23** Executive Committee of Senate (08:30)**Start of Summer recess for students**

Library and Information Services: Vacation hours

Fri 24 Deans' Forum (08:30)**Sat 25** Library and Information Services: Vacation hours 10:00-15:00 (South and Missionvale Campuses only)**Sun 26** Library and Information Services closed**Mon 27** Tender Adjudication Committee (09:00)

Last day for processing of November 2017 examination marks by academic departments (12:00)

Last day for submission of November examination scripts and final marks reports to Examination Section (14:00)

Submission of Graduate School and Development Studies treatises for the awarding of master's degrees in April 2018

Tue 28 Extended Management Committee (Retreat) (08:30)**Wed 29** Research Ethics Committee (Human) (14:00)

Extended Management Committee (Retreat) (08:30)

Publication of provisional November results 2017

Thu 30 NMMU Research Technology and Innovation Committee (08:30)

Final date for the approval by Faculty Postgraduate Studies Committees of applications for the extension of the duration for master's and doctoral students

December**Fri 1****Sat 2** Library and Information Services: Vacation hours 10:00-15:00 (South and Missionvale Campuses only)**Sun 3** Library and Information Services closed**Mon 4** Submission of treatises, dissertations and theses for the awarding of master's and doctoral degrees in April 2018**Tue 5****Wed 6** **Schools close**

Management Committee (08:30)

Thu 7 Deans' Forum (08:30)**Fri 8** Publication of final November 2017 examination results**Sat 9** Library and Information Services: Vacation hours 10:00-15:00 (South and Missionvale Campuses only)**Sun 10** Library and Information Services closed**Mon 11** **Re-examinations/Special examinations commence****Tue 12****Wed 13** Council (10:00)**Re-examinations/Special examinations end****Thu 14** **PE Summer Graduation Ceremonies commence****Fri 15** **PE Summer Graduation Ceremonies end****Sat 16** **Day of Reconciliation***Administrative Offices and Library and Information Services closed***Sun 17****Mon 18** Last day for processing of December 2017 pilot re-examination marks by academic departments

Last day for submission of December pilot re-examination scripts and final marks reports to Examination Section

| | |
|---------------|---|
| Tue 19 | Publication of provisional December pilot re-examination results 2017 |
| Wed 20 | <i>University closes for Summer recess. Administrative Offices and Library and Information Services close</i> |
| Thu 21 | |
| Fri 22 | |
| Sat 23 | |
| Sun 24 | |
| Mon 25 | Christmas Day |
| Tue 26 | Day of Goodwill |
| Wed 27 | |
| Thu 28 | |
| Fri 29 | |
| Sat 30 | |
| Sun 31 | |

OFFICE-BEARERS OF THE UNIVERSITY**CHANCELLOR**

MS S BOTHA: BEcon, BEconHons(US)

CHAIRPERSON OF COUNCIL

JUSTICE R PILLAY: BA, LLB(UDW)

VICE-CHANCELLOR

PROF DI SWARTZ: BA(UWC), MA, DPhil, Doctor in Human Rights Law (hc)(Essex University, UK)

DEPUTY VICE-CHANCELLOR: INSTITUTIONAL SUPPORT

DR SW MUTHWA: BA(SW)(Fort Hare), BA(SW)Hons(Wits), MSc, PhD(London University, UK)

DEPUTY VICE-CHANCELLOR: RESEARCH AND ENGAGEMENT

PROF AWR LEITCH: BSc, BScHons, MSc, PhD(UPE)

DEPUTY VICE-CHANCELLOR: TEACHING AND LEARNING

PROF DM ZINN: BA, BAHons, HDE(UCT), MEd, DEd(Harvard University, USA)

EXECUTIVE DIRECTOR: FINANCE

MR MR MONAGHAN: BCom(UPE), BComHons(UNISA), Professional Accountant(SA)

EXECUTIVE DIRECTOR: HUMAN RESOURCES

MS VN BAM: BSocSc(UCT), PGDip(UFH), MBL(UNISA)

REGISTRAR

DR F GOOLAM: BSc, HDE, BEd, MEd(UDW), PhD(UP)

DEAN OF STUDENTS

MR LP JACK: NDip(PMA)(EC Technikon), BTech(PM)(PET), BAPhil(US), MCom(UKZN)

EXECUTIVE DEANS OF FACULTIES:**ARTS**

PROF MJR BOSWELL: BSocSc, BSocScHons, MSocSc(UCT), PhD(Vrije Universiteit, Netherlands)

BUSINESS AND ECONOMIC SCIENCES

DR I LAGARDIEN: PGDip (London School of Economics) MSc (London School of Economics) PhD (University of Wales, Aberystwyth)

EDUCATION

DR SF MOENG: BA, HDE, BEdHons(UPE), MSc(St Cloud State University, USA), DEd(NMMU)

ENGINEERING, THE BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY

DR OSW FRANKS: BSc MechEng, MInd Admin(UCT), Hons (B&A)(US), PhD (Engineering Science)(USF - USA), Pr Eng

HEALTH SCIENCES

PROF L PEPETA: MBChB, (Unitra) FCPAED(SA), DCH(SA), Cert. Cardiology (SA), MMed (Wits)

LAW

PROF A GOVINDJEE: BA, LLB(RU), LLM(UPE), LLD(NMMU)

SCIENCE

PROF A MURONGA: BSc, UED(UNIVEN), BScHons, MSc(UCT), PhD (University of Minnesota, USA)

DEAN OF TEACHING AND LEARNING

PROF CD FOXCROFT: BA, BAHons, MA, DPhil(UPE)

CAMPUS HEADS**CAMPUS PRINCIPAL: GEORGE CAMPUS**

PROF Q JOHNSON: BSc, HDE(UCT), BScHons, MSc, PhD(UWC), TGMP(Harvard)

CAMPUS DIRECTOR: MISSIONVALE CAMPUS

DR P NTSHONGWANA: Diploma in Transitional Justice(UCT), MA International Relations (Commonwealth University, UK), MSc International Development (Bath University, UK), DPhil Social Policy (Oxford University, UK)

SENIOR DIRECTORS**AUDIT AND RISK MANAGEMENT**

MS R GAJJAR: BCom, BCom Hon (Acc) (UPE), Diploma in Advanced Auditing (National School of Accounting), CA (SA) (SAICA), Certified Risk Management Professional (Global Institute of Risk Management)

CHIEF INFORMATION OFFICER

DR S BOSIRE: BBA -MIS (Andrews), MBA (Heriot-Watt), MPA (UFH), MCSSA, DBA(NMMU)

COMMUNICATION AND STAKEHOLDER LIAISON

MR LE HASHATSE: B(Journalism and Media Studies), BAHons(Rhodes), MA(Edith Cowan University)

ESTATE AND FACILITIES MANAGEMENT

MR R DU PLESSIS: HonsMechBEng(Aeronautical)(Stell), MEng(Mech)(PTA), Pr Eng, GCC (Mech Eng of Factories)

FINANCE

MR J WASSERMAN: NH Dip Cost Acc(PET), PA(SA)

OFFICE FOR INTERNATIONAL EDUCATION

DR NJ JOOSTE: BA(UP), BA Hons(UFH), MA(RAU), PhD(UFS)

OFFICE FOR INSTITUTIONAL PLANNING

PROF HJ NEL: BA, BAHons, MA, DPhil(UPE)

SPECIAL ASSISTANT TO THE VICE-CHANCELLOR

MS L BEST: BSocial Science(UCT), BAHons, MA Development Studies(NMMU)

PRESIDENT OF ALUMNI ASSOCIATION

DR R JONAS: BA(UWC), HDE, BAHons(UNISA), MA(UPE), PhD(NMMU)

| |
|----------------|
| COUNCIL |
|----------------|

The Council, established in terms of section 27(4) of the Higher Education Act, Act 101 of 1997, as amended and constituted in accordance with paragraph 5 of the Institutional Statute, is the governing body of the University and consists of –

- | | |
|---|--|
| (a) members appointed in terms of par 5(3)(a) of the Statute: | Judge R Pillay (Chairperson) Mr S Mhlaluka Mr D Argyrakis Mr R Piyose Mr A Biggs Prof E Thipe-Mokhuane (Vice-Chairperson) Dr G Govender Ms Z Tshefu Mr M Mawasha Prof R Singh Ms C Williams Mr D Gozo |
| (b) members appointed by the Alumni Association: | Vacant Prof H Jeffery |
| (c) members appointed by the Minister of Education: | Mr A Mohamed Vacant Prof R Parsons Mr K Riga Ms N January-Bardill |
| (d) the Vice-Chancellor: | Prof D Swartz |
| (e) three Deputy Vice-Chancellors: Teaching and Learning Research and Engagement Institutional Support | Prof D Zinn Prof A Leitch Dr S Muthwa |
| (f) two members elected by the Senate: | Dr M Moeng Prof C Arnolds |
| (g) two students elected by the SRC | Mr N Nyati Mr L Vimbani |
| (h) one academic employee of the University elected by such employees: | Prof D van Greunen |
| (i) one employee, other than an academic employee, of the University, elected by such employees: | Ms V Bongela |
| (j) chairperson of the Institutional Forum | Dr P Ntshongwana |
| (k) Co-opted member without voting rights: | Mr C Neethling |
| (l) <u>Invitees:</u> Executive Director: Finance Executive Director: Human Resources | Mr M Monaghan Ms VN Bam |
| (m) <u>Secretariat:</u> Registrar Deputy Director: Governance Administration | Dr F Goolam Ms T-L Viviers |

COUNCIL COMMITTEES***EXECUTIVE COMMITTEE OF COUNCIL (EXCO)***

The Executive Committee of Council consists of –

- (a) the Chairperson of Council
- (b) the Vice-Chairperson of Council
- (c) the chairpersons of the following committees of Council:
 - Audit and Risk Committee
 - Finance and Facilities Committee
 - Governance Committee
 - Human Resources and Remuneration Committees
- (d) the Vice-Chancellor

Judge R Pillay
Prof E Thipe-Mokhuane

Mr K Riga
Mr A Biggs
Ms C Williams
Mr A Mohamed
Prof D Swartz

Advisory members

Mr M Monaghan (Executive Director: Finance)
Ms V Ntoza Bam (Executive Director: Human Resources)

AUDIT AND RISK COMMITTEE (ARC)

Mr K Riga (Chairperson)
Mr L Billings
Adv N Ntsepe
Ms H Adams-Abader
Mr M Mawasha

Advisory members

Prof D Swartz (Vice-Chancellor)
Mr M Monaghan (Executive Director: Finance)
Dr S Muthwa (Deputy Vice-Chancellor: Institutional Support)
Mr A Rathan (PWC: External Auditors)
Ms R Gajjar (Senior Director: Audit and Risk Management)
Dr S Bosire (Chief Information Officer)
Ms V Ntoza Bam (Executive Director: Human Resources)

FINANCE AND FACILITIES COMMITTEE (FFC)

Mr A Biggs (Chairperson)
Mr D Argyrakis
Mr M Lorgat
Mr S Mhlaluka
Mr M Odayar
Prof D Swartz (Vice-Chancellor)
Dr S Muthwa (Deputy Vice-Chancellor: Institutional Support)
Mr M Monaghan (Executive Director: Finance)

Invitees

Mr R du Plessis (Senior Director: Estates and Facilities Management)
Mr G Ducie (Director: Infrastructure Services and Sustainability)
Ms C Tsita (Director: Management Accounting)
Mr M Syce (Director: Maintenance Services)

GOVERNANCE COMMITTEE (GC)

Ms C Williams (Chairperson)
Mr D Argyrakis

Prof D Swartz (Vice-Chancellor)
 Ms N January-Bardill
 Ms Z Tshefu
 Prof D van Greunen

HUMAN RESOURCES AND REMUNERATION COMMITTEE (HRREM)

Mr A Mohamed (Chairperson)
 Mr A Biggs
 Ms S Mhlaluka
 Vacant
 Mr M Odayar
 Mr R Piyose
 Prof D Swartz (Vice-Chancellor)
 Ms VN Bam (Executive Director: Human Resources)

Advisory member

Mr M Monaghan (Executive Director: Finance)

NOMINATION COMMITTEE (NC)

Judge R Pillay (Chairperson)
 Prof E Thipe-Mokhuane (Vice-Chairperson)
 Mr A Mohamed
 Prof D Swartz
 Ms C Williams

HIGHER EDUCATION COMMITTEE (HEC)

Judge R Pillay (Chairperson)
 Prof E Thipe-Mokhuane (Vice-Chairperson of Council)
 Prof D Swartz (Vice-Chancellor)
 Prof A Leitch (Deputy Vice-Chancellor: Research and Engagement)
 Dr S Muthwa (Deputy Vice-Chancellor: Institutional Support)
 Prof D Zinn (Deputy Vice-Chancellor: Teaching and Learning)
 Prof H Jeffery
 Prof R Parsons

JOINT COMMITTEE OF COUNCIL AND SENATE

HONORARY AWARDS COMMITTEE (HAC)

The Chairperson of Council
 The Vice-Chairperson of Council
 The Vice-Chancellor
 Three members who are not employees or students of the University,
 appointed by Council

Judge R Pillay (Chairperson)
 Prof E Thipe-Mokhuane
 Prof D Swartz
 Ms S Botha
 Prof H Jeffery
 Vacant
 Mr N Nyati
 Mr L Vimbani

The two student members on Council

A member of Senate from each faculty (appointed by the respective Faculty Boards)

- Arts
- Business and Economic Sciences
- Education
- Engineering, the Built Environment and Information Technology
- Health Sciences
- Law
- Science

Prof E Albertyn (Prof R Masango)
 Dr I Lagardien (Prof H Lloyd)
 Prof S Blignaut (Dr K Pillay)
 Prof D van Greunen (Prof WMW Shakantu)
 Mr MC Qoto (Dr SV James)
 Prof A Govindjee (Prof PHG Vrancken)
 Prof A Muronga (Prof JB Adams)

Secretariat

The Registrar or his/her nominee acts as secretary to Committees of Council.

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| SENATE |
|---------------|

The composition of Senate is as described in paragraph 22 of the NMMU Institutional Statute. Senate consists of:

Vice-Chancellor: Prof DI Swartz (Chairperson)

Deputy Vice-Chancellors:

- Institutional Support: Dr S Muthwa
- Research and Engagement: Prof AWR Leitch
- Teaching and Learning: Prof D Zinn

Registrar: Dr F Goolam

Director: Transformation, Monitoring and Evaluation: Dr R Levendal

Executive Deans:

- Arts: Prof MJR Boswell
- Business and Economic Sciences: Dr I Lagardien
- Education: Dr SF Moeng
- Engineering, the Built Environment, and Information Technology: Dr O Franks
- Health Sciences: Prof L Pepeta
- Law: Prof A Govindjee
- Science: Prof A Muronga

Campus Principal: George Campus: Prof Q Johnson

Campus Director: Missionvale Campus: Dr P Ntshongwana

Directors of School (excluding full professors):

Prof C Cilliers (Computing Sciences, Mathematics, Physics and Statistics), Prof G Dealtry (Biomolecular and Chemical Sciences), Prof EE Draai (Political and Governmental Studies), Prof A Hurst (Language, Media and Culture), Mr DA Jones (Music, Art and Design), Prof JH Louw (Natural Resource Management), Prof MR Mey (Industrial Psychology and Human Resources), Mrs NS Pannell (Architecture), Dr K Pillay (DOS: Initial Teacher Education), Prof N Smith (Medicinal Sciences), Prof L Stroud (Behavioural Sciences), Ms R Williams (DOS: Clinical Care Sciences).

Heads of Department (excluding full professors):

Mr PA Binsbergen (HOD: Studio Arts), Mr DL Bogopa (Sociology and Anthropology), Prof S Boschmans (Pharmacy), Prof B Botha (Construction Management), Dr JC Botha (HOD: Public Law), Mr R Celliers (Agriculture and Game Management), Ms KA Church (Information Technology), Mr GC Cook (Logistics), Prof ML Crous (HOD: Language and Literature), Mr RC Cumberlege (Quantity Surveying), Mr VJ Danohar (Civil Engineering), Dr DR du Preez (Botany), Prof DS Elkonin (Psychology), Prof H Fourie (Applied Accounting), Dr F Geminiani (Building and Human Settlement Development), Dr A Gresse (Dietetics), Prof L Hunter (Textile Sciences), Prof PJ Jordan (Nursing Sciences), Mr G Kleyn (Mechanical Engineering), Dr AS Lourens (Industrial Engineering), Mr NE Louw (Emergency Medical Care), Dr JC Lück (Applied Languages Studies), Dr S Maclean (Public Management and Leadership), Ms B Mangolotho (Public Relations and Communication Studies), Prof MR Ncwadi (Economics), Prof P Nel (Zoology), Mr S Nzioki (Journalism, Media and Philosophy), Mr J Pansegrouw (Architectural Technology and Interior Design), Ms A Petratos (Applied Informatics), Mr CM Qoto (Environmental Health), Mr AG Roberts (Electrical Engineering), Prof S Roux (Biochemistry and Microbiology), Prof GD Sharp (Statistics), Dr PQ Siyongwana (Geosciences), Prof F Smith (Mechatronics), Prof L Snodgrass (Political and Conflict Studies), Dr Z Soji (Social Development Professions), Prof EW Straeuli (Mathematics and Applied Mathematics), Mr ML Swanepoel (HOD: Applied Design), Prof JA van der Walt (Mercantile Law), Dr M van Eyk (Marketing Management), Prof R van Niekerk (Industrial and Organizational Psychology), Dr SR van Zyl (Tourism), Mr BP Varghese (Architecture), Prof A Venter (Physics), Prof C Walter (Human Movement Science), Ms A Wentzel (HOD: Art and Design Introductory Studies), Dr A Werner (Human Resources Management), Mr S Wusthoff (Accounting Sciences), Dr EJ Zeelie (Management Practice), Ms L Zondie (Medical Laboratory Sciences).

Director: Library and Information Services: Mr R Pearce

Director: Research Management: Dr N Bomela

Dean of Teaching and Learning: Prof CD Foxcroft

Director: Academic Planning: Dr FVA Southway-Ajulu

Professors:

Prof K Abou-El-Hossein, Prof JB Adams, Prof E Albertyn, Prof CA Arnolds, Prof DR Bell, Prof SE Blignaut, Prof JR Botha, Prof RA Botha, Prof AJN Brettigny, Prof NS Buys, Prof AP Calitz, Prof J Cherry, Prof RM Cowling, Prof N de Lange, Prof MJ de Wit, Prof M du Preez, Prof R du Randt, Prof C Fabricius, Prof SM Farrington, Prof D Forsyth, Prof TIA Gerber, Prof IA Gorlach, Prof RJ Haines, Prof DG Hattingh, Prof CN Hoelson, Prof JG Howcroft, Prof HE Janse van Vuuren, Prof JA Jonker, Prof V Kakembo, Prof GIH Kerley, Prof E Knoetze, Prof P le Roux, Prof IN Litvine, Prof HR Lloyd, Prof M Lombard, Prof P Makasa, Prof J Makuwira, Prof RS Masango, Prof NE Mazibuko, Prof A Mukheibir, Prof JH Neethling, Prof WA Olivier, Prof R Perissinotto, Prof S Perks, Prof D Pottas, Prof FE Prinsloo, Prof L Radder, Prof MJ Roberts, Prof C Rootman, Prof N Saule, Prof WMW Shakantu, Prof P Singh, Prof A Singleton, Prof JJ Smallwood, Prof EE Smith, Prof RJ Snelgar, Prof J Strümpher, Prof FW Struwig, Prof M Tait, Prof I Truter, Prof HJ van As, Prof EE van Dyk, Prof D van Greunen, Prof JF van Niekerk, Prof P du P van Niekerk, Prof TI van Niekerk, Prof RM van Rooyen, Prof S Veldsman, Prof E Venter, Prof R von Solms, Prof PHG Vrancken, Prof I Wannenburg, Prof P Watts, Prof JL Wesson, Prof B Zeelie

Director: Research Capacity Development: Prof BML Pretorius

Director: Academic Administration: Mr TT Kungune

Senior Director: Office for International Education: Dr NJ Jooste

Senior Director: Institutional Planning: Prof HJ Nel

Two members of Council, designated by the Council: Mr D Argyrakis, Prof HLT Jeffery (both 2015-10-01 – 2017-09-30)

Four members of the SRC (2016): Mr LT Mooko, Mr XN Nyathi, Mr P Phakoana, Mr SL Vimbani.

An academic employee from each faculty, elected by the respective faculty boards:

- Arts: Prof S Mfecane (2016-09-01 – 2019-08-31)
- Business and Economic Sciences: Dr J Krüger (2016-03-09 – 2019-03-08)
- Education: Dr N Rasana (2016-09-01 – 2019-08-31)
- Engineering, the Built Environment, and Information Technology: Mr SNN Mazomba (2016-02-23 – 2019-02-22)
- Health Sciences: [to be elected by Faculty]
- Law: Adv R Denson (2016-03-11 – 2019-03-10)
- Science: [to be elected by Faculty]

An academic employee from the George Campus, elected by such employees:

Dr M Doubell (2016-05-21 – 2018-05-20)

An academic employee from the Missionvale Campus, elected by such employees:

Dr NS Dyubhele (2015-03-03 – 2018-03-02)

A non-academic employee from each faculty, elected by such employees of each-faculty:

- Arts: Ms D Nzioki (2014-09-01 – 2017-08-31)
- Business and Economic Sciences: Ms V Jansen van Rensburg (2016-09-01 – 2019-08-31)
- Education: Mr R Salie (2016-09-01 -2019-08-31)
- Engineering, the Built Environment, and Information Technology: Ms L Blom (2015-02-27 – 2018-02-26)
- Health Sciences: [to be elected by Faculty]
- Law: Ms D Billie (2015-03-17 – 2018-03-16)
- Science: Ms LD Roodt (2015-02-24 – 2018-02-23)

A non-academic employee from the George Campus, elected by such employees:

Mr GG Smit (2015-05-21 – 2018-05-20)

A non-academic employee from the Missionvale Campus, elected by such employees:

Mr S Hoyi

A “Black” academic employee from each faculty elected by the academic employees of each faculty:

- Arts: Dr K Asmah-Andoh (2016-09-01 – 2019-08-31)
- Business and Economic Sciences: Dr T Ngxukumeshe (2016-03-09 – 2019-03-08)
- Education: Mr S Nofemele (2016-09-01 – 2019-08-31)
- Engineering, the Built Environment, and Information Technology: Mr W Draai (2015-02-23 – 2018-02-22)
- Health Sciences: Mrs S Tili (2014-10-20 – 2017-10-19)
- Law: Mr T Qotoyi (2016-02-22 – 2019-02-21)
- Science: Dr PT Gama (2016-03-02 – 2019-03-01)

Chairperson: Central Timetabling Committee: [Prof S Boschmans (2016-06-04 – 2019-06-03), listed under Heads of Department above]

COMMITTEES OF SENATE***EXECUTIVE COMMITTEE OF SENATE (ECS)***

- (a) Vice-Chancellor (Chairperson)
- (b) Deputy Vice-Chancellors
- (c) Registrar
- (d) Executive Deans of Faculties
- (e) Campus Principals/Directors
- (f) Two members of the SRC
- (g) Two members of the Senate who are academic employees, elected by Senate, with due regard to racial and gender representivity
- (h) Dean of Teaching and Learning
- (i) Senior Director: Office for International Education
- (j) Senior Director: Institutional Planning
- (k) Director: Academic Administration (non-voting member)

MANAGEMENT COMMITTEE OF THE ECS (ECS MANCO)

- (a) Vice-Chancellor or nominee (Chairperson)
- (b) Deputy Vice-Chancellor: Teaching and Learning
- (c) Deputy Vice-Chancellor: Research and Engagement (at discretion of the Vice-Chancellor)
- (d) Deputy Vice-Chancellor: Institutional Support (at discretion of the Vice-Chancellor)
- (e) Registrar
- (f) Executive Dean(s) concerned
- (g) Such other members as the Chairperson may determine

ACADEMIC PROGRAMME COMMITTEE (APC)

- (a) Director: Academic Planning (Chairperson)
- (b) Director: Academic Administration
- (c) Director: Centre for Teaching, Learning and Media
- (d) Director: Quality Advancement
- (e) Senior Manager: Academic Planning
- (f) Additional members: (Such co-opted members as may BE determined by the committee from time to time.)

ACADEMIC TITLES COMMITTEE (ATC)

- (a) Vice-Chancellor (Chairperson)
- (b) Deputy Vice-Chancellor: Teaching and Learning
- (c) Deputy Vice-Chancellor: Research and Engagement
- (d) The relevant Executive Dean/Senior Director
- (e) One of the two Senate members on Council

ADMISSIONS COMMITTEE (AC)

- (a) Dean of Teaching and Learning (Chairperson)
- (b) Director: Centre for Access Assessment and Research or nominee
- (c) A representative from the Student Counselling Career and Development Centre
- (d) Senior Manager: Admissions
- (e) Manager: Admissions
- (f) Two representatives from Senate
- (g) Two representatives from the SRC
- (h) Centre for Access Assessment and Research representative (George Campus)
- (i) Other experts who might need to be co-opted from time to time for specific input regarding an admissions decision or a policy matter

ENGAGEMENT COMMITTEE (EC)

- (a) Deputy Vice-Chancellor: Research and Engagement (Chairperson)
- (b) Deputy Vice-Chancellor: Institutional Support or nominee
- (c) Deputy Vice-Chancellor: Teaching and Learning
- (d) Executive Deans of faculties or their nominees
- (e) Campus Principals/Directors or their nominees
- (f) Senior Director: Institutional Planning or nominee
- (g) Senior Director: Office for International Education or nominee
- (h) Director: Innovation Office
- (i) Dean of Teaching and Learning or nominee
- (j) Director: Engagement Office
- (k) Senior Manager: Continuing Education
- (l) Senior Manager: Graduate and Student Placement
- (m) A SRC representative
- (n) Senior Director: Communication and Stakeholder Liaison or nominee
- (o) Director: Research Management or nominee
- (p) Deputy Director: Student Governance and Development or nominee
- (q) Manager: Cooperative Education Unit
- (r) Manager: Engagement Information and Development
- (s) Director: Library and Information Services
- (t) Director: CANRAD
- (u) Director: CIPSET
- (v) Additional Members (Such co-opted members as may be determined by the committee from time to time on an *ad hoc* basis)

FACULTY BOARDS

- (a) Executive Dean (Chairperson)
- (b) Heads of academic departments and directors of schools, where applicable
- (c) Permanent full-time academic staff members in the faculty
- (d) One or more representatives of the students in the faculty, as the Faculty Board may determine, elected by the students concerned in accordance with the constitution of the SRC
- (e) The Manager: Faculty Administration or Faculty Administration Managers
- (f) Such other persons co-opted by the Faculty Board on such conditions as the Faculty Board may determine

Subcommittees of Faculty Boards**Faculty Management Committee (FMC)**

A Faculty Management Committee is established for each faculty. The composition of a FMC is determined by the Faculty Board, provided that the chairperson of the Faculty Board is the chairperson of the FMC.

Faculty Postgraduate Studies Committee (FPGSC)

- (a) The FPGSC membership should include members with significant experience and stature in postgraduate supervision, but should also make provision for mentoring of emerging supervisors.
- (b) The FPGSC should be comprised of representatives of each academic department that offers M and D programmes.
- (c) The membership, including the chairperson, should be appointed by the Faculty Management Committee.
- (d) Members may be co-opted for their expertise as deemed fit by the chairperson of the FPGSC.

Faculty Research, Technology and Innovation Committee (FRTIC)

- (a) Faculty RTI coordinator (Chairperson)
- (b) Executive Dean

- (c) Faculty Members: To be determined by the Faculty Board, but should preferably provide for representation of the following groupings: Directors of Schools, Head of Departments, Heads of research entities and the person representing the faculty on the Research Ethics Committee: Human / Animal
- (d) Members *Ex Officio*: Director: Research Management, Director: Innovation Office, Director: Research Capacity Development and Director: Transformation Monitoring and Evaluation
- (e) Additional Members: Such other members as may be determined by the Committee from time to time

Faculty Teaching and Learning Committee (FTLC)

- (a) Executive Dean (*Ex Officio*)
- (b) Chairperson
- (c) One other representative from each School and/or Department (Preferably programme coordinators and acclaimed good lecturers or lecturers with a passion for teaching)
- (d) Senior Manager: Professional Staff Development (CTLM) (*Ex Officio*)
- (e) Such additional members as may be determined by the Faculty Board

LIBRARY AND INFORMATION SERVICES COMMITTEE (LISC)

- (a) Deputy Vice-Chancellor: Research and Engagement (Chairperson)
- (b) Director: Library and Information Services
- (c) One representative from each Faculty appointed by the respective Faculty Boards:
 - Arts
 - Business and Economic Sciences
 - Education
 - Engineering, the Built Environment and Information Technology
 - Health Sciences
 - Law
 - Science
- (d) Chief Information Officer
- (e) Missionvale Campus Director
- (f) George Campus Principal (or nominee)
- (g) Deputy Director: Library Information Systems and Digital Applications
- (h) Deputy Director: Bibliographic Services
- (i) Deputy Director: Information Services and Training
- (j) Deputy Director: Circulation Services
- (k) Two representatives from the SRC

NMMU RESEARCH, TECHNOLOGY AND INNOVATION COMMITTEE (NMMU RTIC)

- (a) Deputy Vice-Chancellor: Research and Engagement (Chairperson)
- (b) Chairpersons of Faculty RTI Committees.
- (c) Two representatives of NMMU Research Institutes nominated on a biennial basis by the Committee
- (d) Executive Director: Finance or nominee
- (e) Director: Library and Information Services
- (f) Senior Director: Office for International Education
- (g) Director: Engagement Office
- (h) Director: Research Management
- (i) Director: Research Capacity Development
- (j) Director: Innovation Office
- (k) One SRC representative
- (l) George Campus Principal or nominee
- (m) Executive Deans (*Ex Officio*)
- (n) Director: Transformation, Monitoring and Evaluation (*Ex Officio*)
- (o) Additional members: Such co-opted members as may be determined by the Committee from time to time

Subcommittees of NMMU RTIC**Innovation Committee (IC)**

- (a) Deputy Vice Chancellor: Research and Engagement (Chairperson)
- (b) Director: Innovation Office
- (c) NMMU RTI Committee representatives: Two members of the NMMU RTI Committee with a good understanding of innovation and technology transfer, nominated on a biennial basis.
- (d) Other representatives: Director: Research Management; Director: Legal Services and a representative from Finance
- (e) Additional members: Such co-opted members as may be determined by the committee from time to time. One co-opted member should have expertise in social aspects of innovation
- (f) Senior Director: Audit and Risk Management (advisory member)

Publications Committee (PC)

- (a) Deputy Vice Chancellor: Research and Engagement (Chairperson)
- (b) One representative from each faculty
- (c) Director: Library and Information Services
- (d) Director: Research Management
- (e) Chief Information Officer
- (f) Additional members: Such co-opted members as may be determined by the committee from time to time, including external members with specific expertise in Intellectual Property Law and publishing experience.

Research Committee (RC)

- (a) Director: Research Management (Chairperson)
- (b) Faculty representatives: A faculty representative nominated by each faculty on a biennial basis.
- (c) Additional members: Such co-opted members as may be determined by the Committee from time to time.
- (d) Deputy Vice Chancellor: Research and Engagement (*Ex Officio*)

Research Ethics Committee – Animal (REC-A)

- (a) A person(s) with qualifications in veterinary science.
- (b) A person(s) with substantial recent experience in the use of animals in scientific or teaching activities. This shall include two representatives (academic and technician) from each of the departments of Biochemistry and Microbiology, Pharmacy, and Zoology.
- (c) A person(s) with commitment to and experience in the welfare of animals who is not associated with the institution, and who is not involved in the care and use of animals for scientific purposes.
- (d) An independent person(s) who does not currently and has not previously conducted scientific or teaching activities using animals.
- (e) Additional members: such co-opted experts or persons from a specific discipline to provide expertise on specific issues or seek written advice as may be determined by the committee from time to time.

Research Ethics Committee – Human (REC-H)

- (a) A medical practitioner or relevant health professional
- (b) A person with the relevant legal expertise
- (c) A non-employee of the NMMU
- (d) A representative from Research Capacity Development
- (e) A member of the Research Ethics Committee (Animal)
- (f) A person from the Ethics Unit of the NMMU Business School

- (g) A representative from each Faculty RTI Committee taking into consideration issues of succession when nominating members and secundi.
- (h) Additional members: New members may be appointed as required by shifts in research directions or new strategic research partnerships.

NMMU TEACHING AND LEARNING COMMITTEE (NMMU TLC)

- (a) Deputy Vice Chancellor: Teaching and Learning (Chairperson)
- (b) Two Executive Deans nominated by the Deans Forum (The remaining Deans are *ex officio* members)
- (c) The chairperson of each of the seven Faculty TLCs
- (d) George Campus Principal (or nominee)
- (e) Dean of Teaching and Learning
- (f) Director: Centre for Teaching, Learning and Media
- (g) Director: Engagement Office
- (h) Director: Quality Advancement
- (i) Director: Academic Planning
- (j) Senior Director: Office for International Education
- (k) Director: Transformation Monitoring and Evaluation (*Ex Officio*)
- (l) Senior Manager: Academic Staff Professional Development (CTLM)
- (m) Two students appointed by the SRC
- (n) Additional members can be co-opted when necessary

Subcommittee of NMMU Teaching and Learning Committee

Co-Curricular Student Development Committee (CCSDC)

- (a) Dean of Teaching and Learning or nominee (Chairperson)
- (b) Senior Manager: Arts and Culture
- (c) Manager: Student Life and Events
- (d) Senior Manager: Leadership Training and Development
- (e) Coordinator: Orientation
- (f) Director: Residences
- (g) Two academic representatives from the NMMU TLC
- (h) One representative from each of the following sections appointed by the relevant Executive Director/Senior Director/Director:
 - Centre for Teaching Learning and Media
 - Student Counselling Career and Development Centre
 - Engagement Office
 - Office for International Education
 - HIV and Aids Unit
 - Organisational Transformation Monitoring and Evaluation (*Ex Officio*)
 - Madibaz Sport
 - Student Housing
 - The Student Development Services on the George Campus
 - SRC
- (i) Such additional members as may be determined by the committee in consultation with the NMMU TLC.

POSTGRADUATE STUDIES COMMITTEE (PGSC)

- (a) Deputy Vice Chancellor: Research and Engagement (Chairperson)
- (b) Deputy Vice Chancellor: Teaching and Learning (*Ex-Officio*)
- (c) Dean of Teaching and Learning
- (d) Director: Research Capacity Development
- (e) Senior Director: Office for International Education
- (f) Director: Academic Administration
- (g) Faculty Representatives
- (h) Two student representatives (preferably postgraduate students nominated by the SRC)
- (i) Co-opted members as determined by the PGSC

STUDENT ORIENTATION COMMITTEE (SOC)

- (a) Dean of Teaching and Learning (Chairperson)
- (b) One representative from each Faculty appointed by the relevant Executive Dean. In the case of larger faculties, more than one representative should be appointed.
- (c) One student representative from each faculty appointed by the relevant Executive Dean.
- (d) Coordinator: Orientation
- (e) Disability Officer (*Ex Officio*)
- (f) Two representatives from each of the following sections appointed by the relevant Executive Director/Registrar/Senior Director/ Director:
 - Academic Administration
 - Centre for Teaching, Learning and Media
 - Student Counselling, Career and Development Centre
 - Marketing and Corporate Relations
 - Office for International Education
 - SRC
 - Two student representatives appointed by the Dean of Students.
- (g) One representative from each of the following sections appointed by the relevant Executive Director/Senior Director/Director:
 - Centre for Access Assessment and Research
 - Student Affairs
 - Arts and Culture
 - Financial Aid
 - Health Services
 - Library and Information Services
 - Student Accommodation
 - Madibaz Sport
 - Student Accounts
 - George Campus

INSTITUTIONAL FORUM (IF)

The Institutional Forum consists of representatives of the following bodies/constituencies:

| | |
|-------------------------------|--------------------------------|
| Council | Mr R Piyose |
| | Prof H Jeffery |
| Management | Dr S Prof D Swartz |
| | Dr P Ntshongwana (Chairperson) |
| Senate | Prof A Govindjee |
| | Prof A Mukheibir |
| Academic employees | Prof C Arnolds |
| | Ms T Ngxukumeshe |
| Employees other than academic | Prof H Nel |
| | Ms NC Tsita |
| NEHAWU | Mr K Adesemowo |
| | Mr S Mpepo |
| NTEU | Ms L Roodt |
| | Mr W Draai |
| SRC | Mr XN Nyati |
| | Mr SL Vimbani |
| Alumni Association | Mr E Knoesen |
| Equity Office | Mrs V Madwayi |

ALUMNI ASSOCIATION (AA)

The Alumni Association consists of the following members:

- the Vice-Chancellor and members of the Extended Management Committee;
- persons to whom a degree or a diploma, including honorary degrees, has been awarded or conferred by the University, the former University of Port Elizabeth or the former Port Elizabeth Technikon, including diplomats of the former institutions which preceded the establishment of the Port Elizabeth Technikon;
- academic employees appointed to permanent positions at the University;
- professors emeriti and other retired academic employees of the University and former institutions;
- such employees who were entitled to membership of the Convocations of the former University of Port Elizabeth and former Port Elizabeth Technikon; and
- any person to whom the Executive Committee of the Association, upon invitation to or application by such person, has granted membership of the Association.

Executive Committee of Alumni Association

| | |
|---|--------------------|
| President | Dr R Jonas |
| Vice President | Mr K Blose |
| Treasurer | Mrs E van de Merwe |
| Secretary, being the Head: Alumni Relations | Mr P Geswindt |
| Elected Additional Member | Ms S Human |
| Elected Additional Member | Mr W Kupangwa |
| Elected Additional Member | Ms M Mbaco |
| Elected Additional Member | Mrs A Mlatsha |
| Co-opted Member | Mr T Terblanche |
| Member elected to Council | Dr R Jonas |
| Member elected to Council | Prof H Jeffery |
| Member elected to the Institutional Forum | Mr E Knoesen |
| Dean of Students | Mr L Jack |
| Chairperson of Student Alumni Society | Mr S Dukwe |
| SRC President | Mr N Nyati |
| Acting Chief Executive Officer: NMMU Trust | Dr D Webb |
| Director: Marketing and Corporate Relations | Mr P Swart |
| Executive Dean designated by the Deputy Vice-Chancellor: Teaching and Learning | Dr SF Moeng |

STUDENT SUPPORT SERVICES COUNCIL (SSSC)

- (a) Dean of Students (Chairperson)
- (b) One representative from each of the following departments/units -
 - (i) Student Governance and Development
 - (ii) Student Housing
 - (iii) Financial Aid
- (c) Invited representatives (at the discretion of the chairperson)
- (d) One Dean, appointed by the Deputy Vice-Chancellor: Teaching and Learning
- (e) Six members of the SRC or nominees
- (f) The committee may invite any other person/s to participate in its meetings.

MANAGEMENT COMMITTEE (MANCO)

- (a) Vice-Chancellor (Chairperson)
- (b) Deputy Vice-Chancellor: Institutional Support
- (c) Deputy Vice-Chancellor: Research and Engagement
- (d) Deputy Vice-Chancellor: Teaching and Learning
- (e) Executive Director: Human Resources
- (f) Executive Director: Finance
- (g) The persons co-opted in terms of paragraph 58(2)(a) of the Statute on MANCO in an advisory capacity are –
 - the Registrar;
 - the Senior Director: Audit and Risk Management; and
 - the Senior Director: Institutional Planning

COMMITTEES OF MANAGEMENT COMMITTEE (MANCO)

EXTENDED MANAGEMENT COMMITTEE (EXTENDED MANCO)

- (a) Vice-Chancellor (Chairperson), and other members of MANCO
- (b) Registrar
- (c) Dean of Students
- (d) Campus Principal of the George Campus
- (e) Campus Director of the Missionvale Campus
- (f) Executive Deans of Faculties
- (g) Dean of Teaching and Learning
- (h) Senior Director: Audit and Risk Management
- (i) Senior Director: Institutional Planning
- (j) Senior Director: Finance
- (k) Chief Information Officer
- (l) Senior Director: Office for International Education
- (m) Senior Director: Communication and Stakeholder Liaison
- (n) Senior Director: Estate and Facilities Management
- (o) Senior Director: Organisational Development and, Human Resources Development and Wellness
- (p) Special Assistant to the Vice-Chancellor
- (q) Director: Transformation Monitoring and Evaluation
- (r) Such other persons as invited by the Chairperson

Sub-committee of EMANCO

Strategic Management Technical Task Team

- (a) Senior Director: Institutional Planning (Chairperson)
- (b) Special Assistant to the Vice-Chancellor
- (c) Deputy Vice-Chancellor: Research and Engagement
- (d) Deputy Vice-Chancellor: Institutional Support
- (e) Executive Director: Human Resources
- (f) Executive Dean: Business and Economic Sciences
- (g) Director: Management Accounting

ARTS, CULTURE AND HERITAGE COMMITTEE (ACHC)

- (a) Deputy Vice-Chancellor: Institutional Support (Chairperson)
- (b) Executive Dean: Faculty of Arts or nominee
- (c) Executive Director: Finance (or nominee)
- (d) Senior Director: Communication and Stakeholder Liaison
- (e) Senior Director: Institutional Planning (or representative)
- (f) Dean of Students
- (g) Director: School of Music, Art and Design
- (h) Director: School of Architecture
- (i) Director: Marketing and Corporate Relations or nominee
- (j) Special Assistant to the VC
- (k) HOD: Studio Arts
- (l) HOD: Music
- (m) Senior Manager: Arts and Culture
- (n) Curator: NMMU Archives and Exhibition Centre
- (o) The SRC representative for the arts portfolio
- (p) Any other co-opted persons (for such period as determined by the committee) on account of their expertise

CAPITAL RESOURCES ALLOCATION COMMITTEE (CRAC)

- (a) Executive Director: Finance (Chairperson)
- (b) A senior member from the Department of Finance appointed by Executive Director: Finance
- (c) Director: Research Management
- (d) Director: Information and Communication Technology Services and Operations
- (e) Deputy Director: Procurement and Assets
- (f) Deputy Director: Integrated Media Services
- (g) Director: Infrastructure Services and Sustainability
- (h) Two Senate members appointed by Senate

CENTRAL DISCIPLINARY COMMITTEE FOR STUDENTS (CDC)

- (a) Chairperson: A Jurist appointed by the Vice-Chancellor
- (b) Dean of Students or his/her nominee
- (c) Member of SRC appointed by SRC

HEALTH CARE COMMITTEE (HCC)

- (a) A representative from Senior Management, appointed by MANCO, who acts as Chairperson
- (b) Executive Director: Human Resources or nominee
- (c) Deputy Director: Human Resources Specialised Services
- (d) Executive Director: Finance or nominee
- (e) Dean of Students or nominee
- (f) A representative of Transformation Monitoring and Evaluation
- (g) A representative of NMMU pensioners with a secundus
- (h) A representative from NEHAWU with a secundus
- (i) A representative from NTEU with a secundus
- (j) By invitation, in an advisory capacity, representatives from the NMMU Healthcare Consultants, without voting rights.
- (k) By invitation, in an advisory capacity, appropriate experts as and when required, without voting rights.

HUMAN RESOURCES DEVELOPMENT COMMITTEE (HRDC)

- (a) Executive Director: Human Resources (Chairperson)
- (b) Senior Director: Institutional Planning
- (c) Skills Development Facilitator
- (d) One representative from Human Resources (Organisational Development field)

- (e) One representative from Centre for Teaching, Learning and Media
- (f) One representative from the Research Capacity Development Department
- (g) One representative from Institutional Planning and Information Analysis
- (h) One representative from the Transformation Monitoring and Evaluation Unit
- (i) Two representatives from each of the recognised trade unions, one representing academic staff and one representing administrative and service staff
- (j) One representative from Continuing Education and Community Engagement
- (k) Two senior academics elected by the Deans Forum - one from Social Sciences and Humanities and one from Science, Engineering and Technology (At least one of these representatives should be from the historically disadvantaged group.)

INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE (ICTC)

- (a) Chief Information Officer (Chairperson)
- (b) Director: Information and Communication Technology Services and Operations
- (c) Executive Director: Finance or nominee
- (d) Two academic staff members appointed by the Deputy Vice-Chancellor: Teaching and Learning
- (e) Dean of Students
- (f) Director: Academic Administration
- (g) Deputy Director: Information and Communication Technology Service Delivery
- (h) One member from Management Information Services
- (i) One member from Audit and Risk Management Department (advisory member)
- (j) One member from Library Services
- (k) One representative from George Campus
- (l) Such other members as determined by MANCO

PHYSICAL PLANNING AND SPACE UTILISATION COMMITTEE (PPSUC)

- (a) Senior Director: Estate and Facilities Management (Chairperson)
- (b) Executive Director: Finance or nominee
- (c) Director: Infrastructure Services and Sustainability
- (d) Director: Maintenance Services
- (e) Director: Support Services
- (f) Director: Research Management or nominee
- (g) Director: Madibaz Sport or nominee
- (h) Senior Director: Institutional Planning
- (i) Deputy Director: Integrated Media Services
- (j) One academic employee designated by the Deputy Vice-Chancellor: Teaching and Learning
- (k) Deputy Director: Faculty Administration and Timetabling
- (l) Two representatives from the SRC
- (m) A member from each recognized trade union

RISK MANAGEMENT COMMITTEE (RMC)

- (a) Senior Director: Audit and Risk Management (Chairperson)
- (b) Executive Dean of each faculty or nominees (preferably Head of Department/Director of School)
- (c) Director: Missionvale Campus
- (d) Director: Library and Information Services
- (e) Senior Director: Office of International Education
- (f) Registrar or nominee
- (g) Director: Academic Administration
- (h) Dean of Students or nominee
- (i) Dean of Teaching and Learning
- (j) Any two Directors from Information and Communication Technology, and Operations, Maintenance Services, Support Services, Marketing and Corporate Relations, Infrastructure Services and Sustainability
- (k) Senior Director: Office for Institutional Planning
- (l) Chief Executive Officer: NMMU Trust
- (m) Senior Director: Finance

- (n) Deputy Director: Human Resource Development and Organisational Development
- (o) Audit and Risk Practitioner (responsible for risk management)
- (p) MANCO members (*Ex Officio*)

SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT COMMITTEE (SHEC)

- (a) Director: Support Services (Chairperson)
- (b) Senior Manager: Environment, Health, Safety and Cleaning Services
- (c) Director: Maintenance Services
- (d) Director: Student Housing
- (e) Deputy Director: Protection Services
- (f) Director: Health Services
- (g) GMR 2(1) Compliance Engineer
- (h) Director: Employee Relations and Human Resources Operations
- (i) Director: Madibaz Sport
- (j) One member from each of the recognised trade unions
- (k) Two representatives from the SRC
- (l) Deans Forum representative
- (m) One representative from George Campus
- (n) Co-opted health and safety experts, where required

SPORT COMMITTEE (SC)

- (a) Dean of Students (Chairperson)
- (b) A member of Senate
- (c) Chairperson of the Sport Council
- (d) Three (3) other members of the Sport Council
- (e) Director: Marketing and Corporate Relations or nominee
- (f) Head: Department of Human Movement Science or nominee
- (g) Executive Director: Finance or nominee
- (h) Manager: Disability Office or nominee
- (i) Director: Madibaz Sport or nominee
- (j) Missionvale Campus Director or nominee
- (k) George Campus Principal or nominee
- (l) Two (2) members who are representative of the local community who are invited by the committee

TENDER ADJUDICATION COMMITTEE (TAC)

- (a) Executive Director: Finance (Chairperson)
- (b) Senior Director: Estate and Facilities Management
- (c) One member with expertise in administrative law appointed by the Faculty of Law
- (d) Senior Director: Finance
- (e) An academic employee with expertise in purchasing and logistics, appointed by Senate
- (f) One member of SRC (without voting rights)
- (g) One member from each recognised trade union appointed by such union (without voting rights)
- (h) Director: Infrastructure Services and Sustainability
- (i) Director: Information and Communication Technology Services and Operations
- (j) One member from Audit and Risk Management Department (advisory member)

TRANSFORMATION COMMITTEE (TC)

- (a) Director: Transformation Monitoring and Evaluation (Chairperson)
- (b) Deputy Vice-Chancellor: Teaching and Learning (or nominee)
- (c) Deputy Vice-Chancellor: Research and Engagement (or nominee)
- (d) Executive Director: Human Resources (or nominee)
- (e) Dean of Students
- (f) Executive Director: Finance (or nominee)
- (g) A member appointed by each of the recognised trade unions
- (h) One member of the Institutional Forum
- (i) Two members of the Senate

- (j) Chairpersons of subcommittees e.g. Equity, Disability Forum, Sexual Harassment, Gender, etc.
- (k) One representative from Marketing and Corporate Relations
- (l) One representative from the HIV and Aids Unit
- (m) One SRC representative
- (n) Any other ad-hoc members required to perform functions of the Committee.

Subcommittee of Transformation Committee

Sexual Harassment Committee (SHC)

- (a) One representative from Student Counseling, Career and Development Centre (PE and George campuses)
- (b) One representative from the Student Governance and Development Services (PE and George campuses)
- (c) One representative from Campus Health Services (PE and George campuses)
- (d) Residence Managers (all campuses)
- (e) Human Resources Consultant representative
- (f) Consultant: Human Resources Equity Office
- (g) Director: Transformation, Monitoring and Evaluation (Chairperson)
- (h) Director: Employee Relations and Human Resources Operations
- (i) Dean of Students
- (j) Director: Residences
- (k) A nominee from the Faculty of Law.
- (l) One representative from each of the recognised unions.

JOINT COMMITTEES OF MANAGEMENT COMMITTEE AND SENATE

CENTRAL TIMETABLING COMMITTEE (CTC)

- (a) Chairperson is a nominee appointed by Senate
- (b) The Manager: Central Timetabling Office
- (c) One representatives from Academic Administration, as nominated by the Registrar
- (d) One representative from Support Services
- (e) One representative from Estate and Facilities Management
- (f) One representative each from the George and Missionvale Campuses, who will be able to represent the interest of academic staff on that campus (the faculty and campus representation may overlap.)
The George and Missionvale Campus representatives are appointed by the respective Campus Principals.
- (g) One or more representatives, as determined by each FMC, for each faculty present on the South, 2nd Avenue and North campuses, who will be able to represent the interests of academic staff on that campus (the faculty and campus representation may overlap), who will perform, functions including, but not limited to, the following:
 - (a) to advise the FMC on timetabling matters
 - (b) to liaise with the CTO on timetabling matters
- (h) The committee has the right to co-opt additional members as required, including, but not limited to, Support Services, Technical Services, Infrastructure Projects, SRC, HEADS, and so on.
There will be an alternate for each member.

INTERNATIONALISATION COMMITTEE (IC)

- (a) Deputy Vice-Chancellor: Research and Engagement (Chairperson)
- (b) Deputy Vice-Chancellor: Teaching and Learning
- (c) Deputy Vice-Chancellor: Institutional Support or nominee
- (d) Executive Deans of Faculties
- (e) George Campus Principal or nominee
- (f) Campus Director: Missionvale Campus
- (g) Director: Research Management
- (h) Director: Research Capacity Development
- (i) Dean of Teaching and Learning

- (j) Director: Academic Administration
- (k) Dean of Students
- (l) Executive Director: Finance or nominee
- (m) A member of the SRC
- (n) Senior Director: Office for International Education
- (o) Senior Director: Human Resources Management
- (p) Senior Director: Institutional Planning
- (q) Special Assistant to the Vice-Chancellor

NMMU SCHOLARSHIPS AND BURSARIES COMMITTEE (SBC)

- (a) Deputy Vice-Chancellor: Research and Engagement (Chairperson)
- (b) Deputy Vice-Chancellor: Institutional Support
- (c) Deputy Vice-Chancellor: Teaching and Learning
- (d) Executive Director: Finance or nominee
- (e) Chief Executive Officer: NMMU Trust
- (f) Director: Research Capacity Development
- (g) Director: Engagement Office
- (h) Deputy Director: Financial Aid
- (i) Dean of Students
- (j) Dean of Teaching and Learning or nominee
- (k) Executive Deans or nominees
- (l) Campus Director: Missionvale Campus
- (m) Campus Principal: George Campus
- (n) SRC representation: One undergraduate; one postgraduate; one George Campus SRC member
- (o) Senior Director: Communication and Stakeholder Liaison or nominee
- (p) Such additional members as may be determined by the SBC.

Subcommittee of NMMU Scholarships and Bursaries Committee

Student Financial Aid Committee (SFAC)

- (a) Dean of Students (Chairperson)
- (b) Executive Director: Finance or nominee
- (c) Director: Student Counselling, Career and Development Centre
- (d) Deputy Director: Financial Aid
- (e) One representative from the Financial Aid Office (George Campus)
- (f) One representative from Marketing and Corporate Relations
- (g) Disability Officer (*Ex Officio*)
- (h) One student appointed by SRC
- (i) One student from the George Campus SC
- (j) Additional members as determined by the SFAC

QUALITY COMMITTEE (QC)

- (a) Senior Director: Institutional Planning (Chairperson)
- (b) Deputy Vice-Chancellor: Institutional Support
- (c) Deputy Vice-Chancellor: Research and Engagement
- (d) Deputy Vice-Chancellor: Teaching and Learning
- (e) One Dean, designated by the Deputy Vice-Chancellor: Teaching and Learning
- (f) Dean: Teaching and Learning
- (g) Dean of Students
- (h) Senior Director: Audit and Risk Management (or nominee)
- (i) Senior Director: Office for International Education
- (j) Director: Quality Advancement
- (k) Director: Academic Planning
- (l) Director: Engagement Office
- (m) Director: Transformation Monitoring and Evaluation
- (n) Director: Research Capacity Development
- (o) Deputy Director: Human Resource Strategic Projects (or nominee)
- (p) Finance Department nominee
- (q) Invitees: Quality Consultant: Academic Review, and Quality Consultant: Support Functions

EXECUTIVE MANAGEMENT AND SUPPORT STAFF

OFFICE OF THE VICE-CHANCELLOR

Vice-Chancellor

Prof DI Swartz BA(UWC), MA, DPhil, Doctor in Human Rights Law (hc)(Essex University, UK)

Special Assistant to the Vice-Chancellor

Ms L Best BSocial Science(UCT), BAHons, MA Development Studies (NMMU)

Personal Assistant

Ms B Shushu Nat Dip HRM (DIT), Dip Lab Law (GIMT), Mast Dip HRM (UJ)

OFFICE OF THE DEPUTY VICE-CHANCELLOR: INSTITUTIONAL SUPPORT

Deputy Vice-Chancellor: Institutional Support

Dr SW Muthwa BA(SW)(Fort Hare), BA(SW) Hons(Wits), MSc(Social Policy and Planning in Developing Countries), PhD(London University, UK)

Personal Assistant

Ms M Murphy NDip Off Mgt & Tech(NMMU), BTech Mgt(NMMU)

OFFICE OF THE DEPUTY VICE-CHANCELLOR: RESEARCH AND ENGAGEMENT

Deputy Vice-Chancellor: Research and Engagement

Prof AWR Leitch BSc, BScHons, MSc, PhD(UPE)

Personal Assistant

Vacant

OFFICE OF THE DEPUTY VICE-CHANCELLOR: TEACHING AND LEARNING

Deputy Vice-Chancellor: Teaching and Learning

Prof DM Zinn BA, BAHons, HDE(UCT), MEd, DEd(Harvard USA)

Personal Assistant

Ms Y Ferreira NHC: Private Secretary(Uitenhage Technical College)

OFFICE OF THE EXECUTIVE DIRECTOR: FINANCE

Executive Director

Mr MR Monaghan (Acting): BCom(UPE), BComHons(UNISA), Professional Accountant(SA)

Personal Assistant

Ms D Harris ND (Bus Man) (Tech) (Free State), MDP (Business School UFS)

OFFICE OF THE EXECUTIVE DIRECTOR: HUMAN RESOURCES

Executive Director

VN Bam MBL (UNISA); BSocSc (Economics, Public Admin) (UCT), PGDip (Employment Law, Social Security) (UFH)

Personal Assistant

Vacant

SENIOR MANAGEMENT AND SUPPORT STAFF

OFFICE OF THE REGISTRAR

Registrar

Dr F Goolam BSc, HDE, BEd, MEd(UDW), PhD(UP)

Personal Assistant

Ms SD Brümmer NDip Exec Secr(PET)

OFFICE OF THE DEAN OF STUDENTS

Dean of Students

Mr LP Jack NDip (PMA) (EC Technikon), BTech (PM) (PET), BA Phil (US), MCom (Leadership Studies) (UKZN)

Personal Assistant

Ms L Clinghan

EXECUTIVE DEANS OF FACULTIES**Arts**

Executive Dean

Prof MJR Boswell BSocSc, BSocScHons,
MSocSc (UCT), PhD (University of Netherlands)
Ms S Sam BA Psychology (NMMU)

Executive Secretary

Business and Economic Sciences

Executive Dean

Dr I Lagardien: PGDip (London School of
Economics) MSc (London School of Economics)
PhD (University of Wales, Aberystwyth)
Ms R Petersen

Executive Secretary

Education

Executive Dean

Dr SF Moeng: BA, HDE, BEdHons(UPE), MSc in
Curriculum and Instruction(St Cloud State
University), DEd(NMMU)
JL Smith BSocSci (Rhodes)

Executive Secretary

**Engineering, the Built Environment
and Information Technology**

Executive Dean

Dr OSW Franks: BSc MechEng, MInd Admin(UCT),
Hons (B&A)(US), PhD (Engineering Science) (USF
- USA), GCC Mines & Works, Pr Eng
Ms C Dale

Executive Secretary

Health Sciences

Executive Dean

Prof L Pepeta: MBChB, (Unitra) FCPAED(SA),
DCH(SA), Cert. Cardiology (SA), MMed (Wits)
Ms A Maasdorp

Executive Assistant

Law

Executive Dean

Prof A Govindjee: BA, LLB(RU), LLM (Labour Law)
cum laude (UPE), LLD(NMMU), Attorney of the
High Court
Vacant

Executive Secretary

Science

Executive Dean

Prof A Muronga: BSc, UED(UNIVEN), BSCHons,
MSc(UCT), PhD (University of Minnesota, USA)
Ms A Beer

Executive Secretary

OFFICE OF THE DEAN OF TEACHING AND LEARNING

Dean

Prof CD Foxcroft BA, BAHons, MA, DPhil (UPE)
Ms A Ownhouse BA(UPE), NDip N4 Office
Mgt(Russel Road College)

Executive Secretary

CAMPUS HEADS**Campus Principal: George Campus**

Prof Q Johnson BSc, HDE (UCT), BSCHons, MSc,
PhD (UWC), TGMP (Harvard)
Ms L Muller

Personal Assistant

Campus Director: Missionvale Campus

Dr P Ntshongwana Diploma in Transitional Justice (UCT), MA International Relations (Commonwealth University, UK), MSc International Development (Bath University, UK), DPhil Social Policy (Oxford University, UK)

Personal Assistant

Ms G Slabbert

SENIOR DIRECTORS**OFFICE OF THE SENIOR DIRECTOR: AUDIT AND RISK MANAGEMENT**

Senior Director

Ms R Gajjar BCom, BCom Hon (Acc) (UPE), Diploma in Advanced Auditing (National School of Accounting), CA (SA) (SAICA), Certified Risk Management Professional (Global Institute of Risk Management)

Executive Secretary

Vacant

OFFICE OF THE CHIEF INFORMATION OFFICER

Chief Information Officer

Dr S Bosire BBA -MIS (Andrews), MBA (Heriot-Watt), MPA (UFH), MCSSA, DBA(NMMU)

Personal Assistant

Ms N Moodley Cert PR (PRISA-accredited -Varsity College)

OFFICE OF THE SENIOR DIRECTOR: COMMUNICATION AND STAKEHOLDER LIAISON

Senior Director

Mr L Hashatse B(Journalism and Media Studies), BAHons(Rhodes), MA(Edith Cowan University)

Executive Secretary

S van der Vyver NSDip (CATE)

OFFICE OF THE SENIOR DIRECTOR: ESTATE AND FACILITIES MANAGEMENT

Senior Director

Mr R du Plessis HonsMechBEng (Aeronautical) (Stell), MEng(Mech)(PTA), Pr Eng, GCC (Mech Eng of Factories)

Executive Secretary

N Jacobs-Stokwe Cert.HRFM (Rhodes University), ILP (NMMU Business School), Protocol Int.Cert. (EU International School of Protocol)

OFFICE OF THE SENIOR DIRECTOR: FINANCE

Senior Director

Mr J Wasserman NH Dip Cost Acc (PET), PA(SA)

Executive Secretary

Ms C de Wet

OFFICE OF THE SENIOR DIRECTOR: INSTITUTIONAL PLANNING

Senior Director

Prof HJ Nel BA, BAHons, MA, DPhil(UPE)

Personal Assistant

Ms K Moodley BCom (Unisa), PGCE (NMMU)

OFFICE OF THE SENIOR DIRECTOR: INTERNATIONAL EDUCATION

Senior Director

Dr NJ Jooste BA (UP), BA Hons (UFH), MA (RAU), PhD (UFS)

PROFESSORS EMERITI

Professors and Associate Professors

ALLEN, NPL (Fine Arts)
 ANSTEY, M (Industrial Relations Unit)

BADENHORST, HJ (Educational Psychology)
 BAIRD, D (Zoology)
 BALL, CAB (Physics)
 BATE, GC (Botany)
 BERRY, DM (Industrial Psychology and Human Resources)
 BEZUIDENHOUT, DM (DVC: Academic)
 BEZUIDENHOUT, FJ (Sociology and Anthropology)
 BOOTH, GL (Mathematics and Applied Mathematics)
 BOOTH, PWK (Geology)
 BOSCH, JK (Business Management)
 BOTHA, CJ (Latin)
 BOTHA, MM (Education)
 BRUWER, JP van S (Anthropology/ Vice Rector)
 BRYANT, EP (English)
 BUYS, BR (Mathematics)
 BUYS, FJ (Human Movement Science)

CHRISTOPHER, AJ (Geography)
 CILLIERS, AC (Public Law)
 CILLIERS, J (Political Science)
 COETZEE, JA (Geography)
 CRAUSE, HL (Sociology)
 CULL, CE (Studio Arts)

DE JAGER, NJ (Professional Training of Teachers)
 DE KOCK, G DE V (Computer Science and Information Systems)
 DE VILLIERS, PFA (Public Administration and Management)
 DE VYNCK, JEK (French)
 DE WET, JF (Chemistry)
 DE WET, JG (Music)
 DU PLESSIS, AP (Business Management)
 DU PREEZ, JGH (Chemistry)
 DU RANDT, WSH (Afrikaans/Nederlands)
 DU TOIT, CM (Business Management/ University Education)

EKSTEEN, B (Construction Management)
 ENGELBRECHT, JAA (Physics)
 ERWEE, JA (Director: CENCE)

FINNEMORE, M (Industrial Relations Unit)
 FURSTENBERG, JP (Zoology)

GARDNER, B (Accounting)
 GOOSEN, A (Chemistry)
 GOUWS, S (Didactical Pedagogy)
 GREBE, R (Philosophy of Education)
 GROENEWALD, NJ (Mathematics and Applied Mathematics)
 GUSH, WO (Accounting)

HALL, PR (Mathematics and Applied Mathematics)
 HEIMES, K (Music)
 HOLDERNESS, WL (Education)
 HORN, GS (Logistics)
 IMMELMAN, APJ (Accounting)

JACOBS, PP (Anthropology)
 JEFFERY, CD (English)
 JEFFERY, HLT (Engineering)

KAMFER, L (Industrial and Organisational Psychology)
 KEMP, ND (Management Practice)
 KIRSTEN, JM (Philosophy)
 KNOETZE, C (Education)
 KOTZÉ, EF (Applied Language Studies/ Afrikaans-Nederlands)
 KOTZÉ, JMA (Psychological Pedagogics)
 KOTZÉ, WJ (Nursing Science)
 KRIGE, P (Psychology)
 KRUGER, WJ (African Languages)

LEMMER, AN (Education)
 LE ROUX, GK (Quantity Surveying)
 LEVIN, M (Campus Director Vista PE and Professor of Economics)
 LONG, SS (Civil Engineering)
 LOUBSER, JE (Afrikaans/Nederlands)
 LOYSON, PLR (Chemistry)

MARAIS, JFK (Zoology)
 MARX, FE (Law)
 McCARTHY, T (Pharmacy)
 McCLELAND, CW (Chemistry)
 MCGILL, WJ (Chemistry)
 McGRATH, P (Mechanical Engineering)
 MEIRING, MH (Public Administration and Management)
 MELLISH, JM (Nursing Science)
 MÜLLER, AL (Economics and Economic History)
 MULLINS, E (Institute for Planning Research)

NAUDÉ, RJ (Biochemistry and Microbiology)

NICOL, IG (Professional Training of Teachers)

OELOFSEN, W (Biochemistry)

OLIVIER, B (Journalism, Media and Philosophy)

OLIVIER, MAJ (Education)

PAUW, HC (Sociology and Anthropology)

PIENAAR, P (Philosophy of Education)

PIETERSE, JJ (Graduate School of Business)

POTGIETER, B (Pharmacy)

POTGIETER, JF (Planning Research)

POTGIETER, JM (Applied Mathematics)

POTGIETER, MC (Social Development Professions)

PRINSLOO, KS (Accounting)

RAMSAY-SLOGROVE, SD (Accounting)

ROBERTSON, BL (Botany)

ROHWER, HE (Chemistry)

ROUSSEAU, GG (Industrial and Organisational Psychology)

ROWLANDS, JE (Accounting)

RUST, IC (Geology)

SCHOEMAN, SJ (Philosophy)

SHONE, RW (Geosciences)

SIMPSON, LGL (Accounting)

SHARWOOD, DW (Applied Science)

SMAL, PJ (Education)

SMITH, JH (Economics and Economic History)

SNYMAN, HC (Vice-Chancellor: Port Elizabeth Technikon)

SWART, MJ (History)

TAYLOR, CA (Didactical Pedagogics)

TERBLANCHE, HO (History)

TERBLANCHE, SS (History)

THERON, JD (Architecture)

THIPA, HM (African Languages)

TROSKIE, AJJ (Music)

TWIGG, D (Mechanical Engineering)

VAN AARDE, JA (Psychology)

VAN DEN BERGH, NJC (Commercial Law) (Vista)

VAN DER MERWE, R (Industrial and Organisational Psychology/Industrial Relations Unit)

VAN DER WESTHUIZEN, CP (Education)

VAN NIEKERK, WP (Business Management)

VAN ZIJL, J (Semitic Languages)

VAN ZYL, FJ (Private Law)

VAN ZYL, GJJ (Mathematical Statistics)

VAN LOGGERENBERG, C (DVC: Academic)

VER LOREN VAN THEMAAT, R (Private Law)

VOGES, RP (Campus Director Vista PE)

WAIT, CVR (Economics and Economic History)

WATSON, MB (Psychology)

WELLS, BK (DVC: Research and Technology)

WISEMAN, IC (Pharmacy)

WISSINK, HF (Commerce and Governmental Studies)

WOOD, GS (Commercial Law) (Vista)

WOOD, NG (Education Law)

WOOLDRIDGE, TH (Zoology)

ZEELIE, JJ (Health)

Special Professors

DREYER, PJ (Graaff-Reinet Teachers' College)

LOUBSER, MMM (Port Elizabeth Teachers' College)

Extraordinary Professors

VELDSMAN, DP (Textile Science)

VERMAAK, JS (Physics)

| |
|------------------------------------|
| ACADEMIC STAFF IN FACULTIES |
|------------------------------------|

FACULTY OF ARTS**Office of the Dean***Dean*

Prof M J R Boswell BSocSc, BSocScHons, MSocSc (UCT), PhD (University of Netherlands)

Executive Secretary

Ms S Sam BA Psychology (NMMU)

Faculty Administration*Senior Manager: Faculty Administration*

Ms N J Kato NDip (Com Adm) (PET), BTech (Com Adm) (PET), BTech (HRM) (NMMU)

South Campus*Manager: Faculty Administration*

Ms D Nzioki BA (UPE), BAHons (NMMU)

Faculty Administrators

Ms N Azem NDip (Office Mgt & Tech) (NMMU), NDip (HRM) (NMMU), BTech (Mgt) (NMMU)

Ms N Jela NDip (Marketing) (NMMU)

Ms N Mngonyama NDip (Public Man & Admin) (NMMU), BAHons (NMMU)

N Nzuzo BSocSc (UCT), MPA (NMMU)

SCHOOL OF ARCHITECTURE*Director*

Ms N S Pannell PrArch (SA), MIArch.BAS, BArch (Wits), MPhil CBE (UCT)

Secretary

Mrs P Peters

Department of Architectural Technology and Interior Design*Head of Department*

Mr J B Pansegrouw PrArch (SA), NDip (GD) (PET), BBuild (UPE), BArch (UPE)

Secretary

Mrs P Peters

Senior Lecturers

Ms N S Pannell PrArch (SA), MIArch.BAS, BArch (Wits), MPhil CBE (UCT)

Mr J B Pansegrouw PrArch (SA), NDip (GD) (PET), BBuild (UPE), BArch (UPE)

Lecturers

Mrs C Deacon-Edgar PrArch (SA), BBuild(UPE), BArch (UPE)

Ms H Fouché PrSnr Arch Tech (SA), BTech (Arch Tech) (PET), MSc (BE) (NMMU)

Mrs L Smit BHE (Int Des) (UP)

Mr J A Vosloo BBuild (UPE), BArch (UPE)

Associate Lecturers

Ms C Killian Dip (Int Des) (NMMU), BTech (Int Des) (NMMU)

Mrs L Vosloo PrSnr Arch Tech (SA), BTech (Arch Tech) (PET)

Ms M Mooka BArchTech(NMMU), CSnrArchTech (SACAP)

Department of Architecture*Head of Department*

Mr B P Varghese B Arch (Kerala), M Des (IIT Mumbai)

Professor

Prof P Makasa B.Arch (Univ of Zambia), PG Dip (Poverty Alleviation) (IHS-Rotterdam), PG Cert HDM

| | |
|----------------------------|--|
| | (Lund-Sweden), PG Cert (Research Methods for Development) (ISS-the Hague), PG Cert OSHH (San Jose Costa Rica), M.Arch (Helsinki Univ of Tech), PhD (Delft Univ of Tech) |
| <i>Associate Professor</i> | Prof G McLachlan BBuild (UPE), BArch (UPE), MSc (T&RP) (UP), PrArch (SA), MECIA, PrTRP (SA), MSATPI |
| <i>Secretary</i> | Ms L Smith |
| <i>Senior Lecturers</i> | Mr J B W Bradley BBuild (UPE), BArch (UPE), PrArch (SA) Mr J D Flint BBuild (UPE), BArch (UPE), Pr.Arch (SA), MIA Mr S C Lear BBuild (UPE), BArch (UPE), Arch (SA), MIA, H Dip. Arb, F. Assoc. Arb (SA) Dr M Minguzzi B Arch (Iuav, Venice), M Arch (Iuav, Venice), PhD (Iuav, Venice), OAPPC.Ra (Italy) Mr A G Palframan BBuild (UPE), BArch (UPE), M.EESI (KTH Stockholm), PrArch (SA), MIA Mr E Struwig B.Arch (UCT), M.Arch (UCT) |
| <i>Lecturer</i> | Mr J Andrews BBdgA (UPE), MArch (Prof) (NMMU) |
| <i>Associate Lecturer</i> | Mr J Basson BAS (NMMU), MArch (Prof) (NMMU) |

SCHOOL OF GOVERNMENTAL AND SOCIAL SCIENCES

| | |
|------------------|--|
| <i>Director</i> | Prof E E Draai BAHons (RGU-Scotland), MPA (US), DPhil (NMMU) |
| <i>Secretary</i> | Vacant |

Department of Political and Conflict Studies

| | |
|--|---|
| <i>Associate Professor and Head of Department</i> | Prof L Snodgrass BA (UPE), BAHons <i>cum laude</i> (UPE), MA <i>cum laude</i> (UPE), DPhil (NMMU) |
| <i>Secretary</i> | Mrs N Ntsenyana NDip (Office Mgt and Tech) (NMMU) |
| <i>Associate Professors</i> | Prof G Bradshaw BA (UPE), BAHons (UPE), MA (HULL-UK), DPhil (NMMU) |
| <i>Lecturers</i> | Mrs D Barnes BA (UPE), MPhil SAPPE (UPE) Mr T Nomarwayi BA (NMMU), BAHons (NMMU), MA (NMMU) |
| <i>Associate Lecturer</i> | Mr G Poggi BA (Stellenbosch) BA Hons. (NMMU) MA (NMMU) |
| <i>Next Generation Initiative (NGI) Scholar Programme Co-ordinator</i> | Mr O Mtimka BA (Rhodes), MPhil SAPPE (NMMU) Mrs N Nkayitshana (BA) (UDW) |

Department of Public Management and Leadership

| | |
|-----------------------------|---|
| <i>Head of Department</i> | Dr S Maclean BA (RU), Cert (Econ Leadership) (Wharton School of Business, Pennsylvania Univ, USA), MPA (UFH), DAdmin (UFH) |
| <i>Secretary</i> | Ms A Bikitsi |
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Department of Sociology and Anthropology

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| | Ms F P J Herbst Candidata in Historia (Rijks Universiteit Utrecht), Doctoranda in Historia (Rijks Universiteit Utrecht), Tech Dip (Rijks Universiteit Utrecht) |
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Department of Language and Literature

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| <i>Senior Lecturer</i> | Mr G M Meyer Dip (Gemology) (Asian Inst. of Gemological Sciences, Thailand), BTech (Pho) (PET), MA (Portsmouth) |
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Department of Art and Design Introductory Studies

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| <i>Lecturer</i> | Ms A Wentzel NDip (FA) (PET), BTech (FA) (PET), MTech (FA) (NMMU) |
| <i>Associate Lecturer</i> | Mr N C Botchway NDip (GD) (PET), BTech (GD) (PET) |

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Department of Studio Arts

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| <i>Senior Lecturers</i> | Dr P Binsbergen BA (Fine Art) <i>cum laude</i> , MA (Visual Art), PhD (Humanities) UP Mr D A Jones NDip FA (PET), NH Dip FA (PET), MTech FA (PET) |
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GRADUATE SCHOOL

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| <i>NMMU Business School: East London: Programme Co-ordinator</i> | Ms Z Ruiters BA (MCC) (NMMU) |
| <i>Senior Programme Co-ordinator: East London</i> | Ms C Janse van Rensburg BAHons (UFS), Training Management Diploma (Maccauvlei), Distance Education Practitioner (UNISA), Adult Education Practitioner (UNISA), HED (UFS) |
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Mr D Chauke PGD IA (UNISA, PIA (IIA SA)

Ms L Mangisa BComHons (NMMU), CA (SA)

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Ms L van Niekerk BCom (UPE)

Missionvale Campus

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Ms S Diedericks BComHons (UPE), CA (SA)

Mr K D Freeman BCom (UPE), BComHons (UN), CA (SA)

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Ms L D de Villiers BCom (UPE), HED, BEdHons (UPE)

Ms C Fourie BComAccHons, CA (SA), MCom (Taxation) (NMMU)

Mr S James BComAcc Hons (NMMU), CA (SA)

Mr E Le Roux Hons BAcc (Stellenbosch University)

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Ms M Skotidas BComHons (UN), MCom (Taxation) (NMMU), CIA

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Associate Lecturer

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Mrs A Abrahams

SCHOOL FOR ECONOMICS, DEVELOPMENT AND TOURISM*Director of School*

Prof H R Lloyd BCom (UPE), BComHons (UPE), MCom (UPE), DCom (UPE)

Administrative Assistant

Ms R Petrakis

Economics*Head of Department and Associate Professor*

Prof R Ncwadi MA (Economics) (UPE), PhD (NMMU)

Professors

Prof H R Lloyd BCom (UPE), BComHons (UPE), MCom (UPE), DCom (UPE)

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| | Prof M du Preez BCom (UPE), BComHons (UPE), MCom (UPE), DCom (UPE) |
| | Prof P le Roux MCom (UOFS), PhD (Vista) |
| <i>Honorary Professor</i> | Prof R W K Parsons BCom (UCT), BA Hons (UCT), DCom (hc) (UPE), FlstD |
| <i>Professor Emeritus</i> | Prof C V R Wait B.Comm (US), B.Comm (Honours) (US), M.Comm (US) , D.Comm (US) |
| <i>Senior Lecturer</i> | Dr D du Preez BComHons (UPE), MCom (UPE), DCom (NMMU) |
| <i>Lecturers</i> | Dr N S Dyubhele BComHons (RU), HDE (RU), AdvDipl (Mkt Mgt) (UNISA), PG Dip (Economic Impact Assessment) (Molde College, Norway), MCom (Vista), DCom (NMMU) |
| | Mr B Ismail BCom (UWC), MCom (Vista) |
| | Dr M C Sale BCom (UPE), BComHons (UPE), MCom (NMMU), DCom (Eco) (NMMU) |
| | Ms S E Tessendorf BComHons (UPE), MCom (NMMU) |
| | Mr T Qabhobho BCom (NMMU), BComHons (NMMU), MCom (NMMU) |
| <i>Associate Lecturers</i> | Mr C Johnson BComHons (NMMU) |
| | Mrs G S Pereira BAHons (Vista) |
| <i>Administrative Assistants</i> | Ms D Erasmus BA (App Lang Studies) (UPE), BAHons (NMMU) |
| | Ms J Keir |

Development Studies

| | |
|---------------------------------|---|
| <i>Head of Department</i> | Prof J J Makuwira DipEd (Univ of Malawi), BEdHons (Univ of Nottingham), MPhil (Univ of Nottingham), PhD (Univ. New England) |
| <i>Professors</i> | Dr J M Cherry BA (UCT), BAHons (UCT), MA (UCT), PhD (Rhodes) |
| | Prof J J Makuwira DipEd (Univ of Malawi), BEdHons (Univ of Nottingham), MPhil (Univ of Nottingham), PhD (Univ. New England) |
| <i>Lecturers</i> | Dr S Leonard BSc (Geog Sci) <i>cum laude</i> (UKZN), BSc Hons (Geog) <i>cum laude</i> (UKZN), MA (UKZN), PGCE (UNISA), PhD (NMMU) |
| | Mr S Phiri BAHons (Economics) (Newcastle-upon-Tyne, UK), MA (NMMU) |
| | Ms B Snow MSc (UPE) |
| | Dr A van den Berg BA (UPE), BAHons (Dev Studies) (UPE), MA (UPE), PhD (NMMU) |
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Tourism

| | |
|---------------------------|--|
| <i>Head of Department</i> | Dr S R van Zyl BA HDE (UPE), MSc Tourism Development and Management (Bucks-Chilterns UK), DPhil Development Studies (NMMU) |
| <i>Principal Lecturer</i> | Mr H H Bartis BA (UFH), BScHons (UFH), MA (Ohio, USA), HDE (PG) (Sec) (RU) |

Lecturer

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George Campus*Lecturer*

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SCHOOL OF MANAGEMENT SCIENCES*Director of School*

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Secretary

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Mrs C Vögts

Business Management*Head of Department*

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Professors

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Prof E E Smith BComHons (UPE), MCom (Vista), PhD
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Lecturers

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Lecturer

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Logistics*Head of Department*

Mr G T Cook NDip (PurMgt) (PET), NDip (Mkg& Sales) (PET), BTech (Bus Adm) (PET), MTech (NMMU)

Senior Lecturer

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Lecturers

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Management Practice*Head of Department*

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Senior Lecturer

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George Campus*Lecturer*

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Marketing Management*Head of Department*

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Professor

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Senior Lecturer

Ms R Ferreira Dip (Mkt Mgt) (IMM), BComHons (UPE), MBA (PET)

Lecturers

Ms A G Jonas NDip (Tourism) (PET), BTech (Mktg) (PET), MTech (Mktg) (PET)

Mr A Marriott BCom (Mktg) (NMMU), BComHons (NMMU), MCom (Bus Man) (NMMU)

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SCHOOL OF INDUSTRIAL PSYCHOLOGY AND HUMAN RESOURCES*Director of School*

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Human Resource Management*Head of Department*

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Industrial and Organisational Psychology*Head of Department*

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Secretary

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Professor

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Lecturers

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Contract Lecturers

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Registered Entities/Units**Family Business Unit***Entity Manager*

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Unit for Positive Organisations*Entity Manager*

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Dr T Morar PTD (Dower College), BA (UPE), BEdHons (RU), MEd (Leeds, UK), BCom (Vista), DEd (Curtin, Australia)

Faculty Administration

Senior Manager: Faculty Administration

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NMMU

Manager: Faculty Administration

Mr R Salie NDip (Management) (NMMU)

Faculty Administrator

Ms J Hay

Missionvale Campus

Faculty Administrator

Ms D Gert

George Campus

Senior Manager: Academic Administration

Mr DF Alexander NDip (PA) (PET), NH Dip (PMA) (PET), MPA (UPE)

Co-ordinators: Academic Administration

Mrs MJM Eybers NDip (Public Mgt) (PET)

Mrs E Labuschagne NDip (Com Admin) (TechPTA)

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Director of School (Acting)

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School Secretary

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Head: BEd Intermediate Phase

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Head: BEd Further Education and Training

Ms HH Sathorar BCom, HDE, BEdHons (UPE), MBA (NMMU)

Head of Programme PGCE

Prof A du Plessis HDE (PETC) with distinction, BA (UPE) *cum laude*, MEd (RU) *cum laude*, PhD (NMMU)

Associate Professor

Prof P Bean BCom (Ed), BEd (UPE), MEd (RU)

Prof AC Delport BMus (Ed) (US), BMus Hons, MMus (UP), DEd (UPE), ULVM (UNISA)

Lecturers

Dr M Childs HDE (PET), BA, MPhil (UPE), DEd (NMMU)

Ms TE Mapasa STD (GMC), BA Ed (UNISA), BTech (Ed Mgt) (PET), MEd (NMMU)

Dr T Mpiti Certificate of Statement of Assessment of Teaching Competence in Foundation Phase, BEd (FP & IP), BEd Honours, MEd, Doctor of Philosophy: Education (UFH)

Ms NV Msutwana HDE (SecTeach), BEdHons, MEd *cum laude* (NMMU)

Mr S Nofemele SSTC (LL Sebe College), Dip Labour Law (NMMU), BSc (UPE), BEdHons (NMMU)

Ms R Notshulwana BA Art Education (Miami University, Ohio), MA Sociology & Education (Teachers College, Columbia University, NY)

| | |
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| | Dr EMA Scheckle BA (Ed), BAHons (English), BEd (Wits), MPhil (TELI) (US), PhD (RU) |
| | Ms R Thorne HDE IV (SP) (Dower College of Education), BEdHons, MEd in Science and Language (NMMU) |
| | Ms J Turyagyenda BA with Dip in Ed (Makerere University), BEd, MEd (ICT) (RU) |
| <i>Associate Lecturers</i> | Ms TL Hlam Junior Prim Dip, FDE (Maths Ed), BEd Hons (RU) |
| | Ms S Deysel HDE (PETTC), FDE <i>cum laude</i> (UPE), BEd Hons <i>cum laude</i> , M Ed (NMMU) |
| | Ms P Magangxa PTD (Masibulele College of Ed), FDE (RU), B SocSci (UFH), BEd Honours (PU), Honours in Interdisciplinary Studies (UFH) |
| <i>Education Access and Retention Officer (EAR-O)</i> | Ms M Laufs BEd, BEd Hons (NMMU) |
| <i>Administrative Assistants</i> | Ms D Botha |
| | Ms B Brooks |
| | Mr S King |
| | Ms M Oliphant (George Campus) |
| | Ms P Roach NDip (Management) (NMMU) |

SCHOOL FOR CONTINUING PROFESSIONAL DEVELOPMENT

| | |
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| <i>School Secretary</i> | Ms G Daniels-Smith |
| <i>Head: BEd Honours</i> | Dr DWM Edley BA, BA Hons, MA, HDE, PhD (Natal) |
| <i>Associate Professor</i> | Prof L Athiemoolam BPaed (UDW), BEd (RU), BAHons (English), BAHons (Psych) (NMMU), DSE (UNISA), MEd, DEd (UPE) |
| <i>Senior Lecturers</i> | Dr CBA Felix BSc, HDE, BEd, (UWC), PhD (RU) |
| | Dr B Khoboli BSc Ed (National University of Lesotho), MSc (University of Reading), PhD (UKZN) |
| | Dr L Meiring BSc, BEd, MEd (RU), PhD (NMMU) |
| | Ms H Oosthuizen BScHons (Zoology), HDE Post-grad (UPE), BScHons (Info Systems) (UNISA), MSc (UPE) |
| | Dr CF Pienaar HDE (Snr Prim), BA, BEdHons (Psych), MEd (Psych) (UP), DEd (Psych) (UPE) |
| <i>Lecturers</i> | Dr CM Dali BA, UED (UFH), BAHons (UWC), BEd (UCT), MEd (Manchester), PhD (NMMU) |
| | Mr L Maluleke BSocSci, BEd Hons (Education & Development); Master of Education in Adult Education (UKZN) |
| | Mr V Matsha BSc, BEd, HDE (UFH), MEd (Leeds) |
| | Mr N Rudman HDE, BA, BEd (UPE), MEd (NMMU) |
| | Mr D Swartz Dip in Education (Dower), BA, BAHons (Psych), MEd (Psych) (UPE) |
| | Ms M van Zyl BPrimEd FP, FDE, BEdHons (UPE), MEd (NMMU) |

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|---------------------------------|---|
| <i>Associate Lecturers</i> | Ms A Vermaak Dip Ed (Foundation), Dip in Spec Ed: MHT, Specialised Technology (Ort-Step) (UPE), BEdHons (Ed Mgt) (NMMU) |
| <i>Administrative Assistant</i> | Ms N Zinto NDip (Mgt), BTech (Mgt) (NMMU) |
| <i>Laboratory Technician</i> | Vacant |

SCHOOL FOR EDUCATION RESEARCH AND ENGAGEMENT

| | |
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| <i>School Secretary</i> | Ms C Poisat |
| <i>Head: M Ed (Acting)</i> | Prof N Mayaba BA (Ed), BA (Honours) English Language Teaching & Literary studies (University of Transkei), MA (WSU), M Ed (Research) <i>cum laude</i> , PhD (NMMU) |
| <i>Head: D Ed</i> | Dr M Khau BSc Ed (Nat Univ of Lesotho), PGDE (Life Orientation) <i>cum laude</i> (RAU), BEd Hons <i>summa cum laude</i> , MEd <i>summa cum laude</i> , PhD (UKZN) |
| <i>Professors</i> | Prof P Singh BPAED (UDW), DSE, BEd, MEd (Unisa), DEd (UPE), FICB (SA) |
| <i>Associate Professors</i> | Prof JL Geldenhuys BSc, SED (US), BEd, MEd, DEd (UPE) Prof HO Glover BSc, BScHons, BEd, MSc, HDE (UPE) |
| <i>Senior Lecturers</i> | Dr VS Tshazibana BA, BEd (Vista), MEd (UDW), JSTC (LLSC), PhD (NMMU) Dr K Pillay Dip in Education (Dower), HDE (Hewat), BA Hons (UDW), MEd (UN), PhD (NMMU) Dr NH Rasana BA, BAHons (UNISA), DipInst (Christchurch, Canterbury), Diplnst (Ohio, Athens), PG Dip (Man) (RU), PG Dip (Int Rel) (RU), MEd (RU), PhD (Bangor, North Wales) |
| <i>Lecturers</i> | Dr I Badenhorst BComHons, HDE (UOFS), MEd (UPE), DEd (NMMU) Mr Bruce Damons STD (UWC), ACE School Leadership, BEdHons, MEd(NMMU) Ms MD Gibbs BSc, BScHons (RU), HDE (UNISA), MSc (UPE), CSIR (Snr Researcher: Textile Chem), MBA <i>cum laude</i> (NMMU) Dr EH Lombard BSc (UPE), HDE (UP), BEd (UNISA), MTech <i>cum laude</i> (PET), PhD (NMMU) Ms CC Mahomed BPaed (UDW), BEd (UNISA), PDE Adult Educ (US), MEd (NMMU) Ms N Musthan BSocSci, PGCert: Multilingual Education, PGCE (UCT) |
| HIV and AIDS Education Research Chair | Prof N de Lange BA Ed <i>cum laude</i> , BEdHons <i>cum laude</i> (UPE), MEd (UNISA), DEd (UPE) |

Registered Entities**Centres****Centre for the Community School***Director*

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Units**Action Research Unit***Head*Dr M Khau BSc Ed (Nat Univ of Lesotho), PGDE (Life Orientation) *cum laude* (RAU), BEd Hons *summa cum laude*, MEd *summa cum laude*, PhD (UKZN)**Science, Mathematics and Technology Education***Head*Prof A du Plessis HDE (PETC) with distinction, BA (UPE) *cum laude*, MEd (RU) *cum laude*, PhD (NMMU)**Visual Methodologies Unit***Head*Prof N de Lange BA Ed *cum laude*, BEdHons *cum laude* (UPE), MEd (UNISA), DEd (UPE)*Administrative Assistant*

Ms V Okafor

FACULTY OF ENGINEERING, THE BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY**Office of the Dean***Executive Dean*

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Executive Secretary

Ms C Dale

Faculty Research Administrator

Vacant

Faculty Experiential Training Administrator

Ms J Holmes

Faculty Research Administrator Assistant

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Faculty Marketing Officer

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Summerstrand North Campus*Manager: Faculty Administration*

Mr J Dorothy NDip (HRM) (PET)

Faculty Administrators

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Ms H Boshoff BEd (FP) *cum laude* (NMMU), BBA (NMMU)

Ms J Botha NDip (Com Admin) (PET)

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SCHOOL OF ENGINEERING*Director of School*

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Department of Civil Engineering*Head of Department*

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Lecturers

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Junior Laboratory Technician

Vacant

Administrative Professional

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Department of Electrical Engineering*Head of Department*

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Senior Lecturers

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Mr G V Phillips NDip (PET), BTech Elec Eng (PET), MTech Elec Eng (PET), Pr Tech (Eng), MSAIEE

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Mr R Ehlers NDip (Elec Eng) (PET), MSAIEE

Mr A Ndimurwimo FTC (EE) (DIT), Adv.Dip (EE) (DIT), BTech (Elec Eng) (NMMU), Candidate Pr Tech (Eng) MSAIEE

| | |
|------------------------------------|---|
| | Mr E Chekure NDip (EE) (HP), BScHons (Comp) (UNISA) |
| <i>Technical Assistant</i> | Mr N Manene |
| <i>Administrative Professional</i> | Ms L Blom NH Cert Dip (PR and Comm) (Varsity College) |

Department of Industrial Engineering

| | |
|---------------------------|--|
| <i>Head of Department</i> | Dr A S Lourens NDip (Prod Mgt) (PET), NH Dip (Prod Mgt) (PET), BTech (Bus Mgt) (PET), MBA (PET), DBA (NMMU), MSAIIE, ASEE |
| <i>Senior Lecturers</i> | Mr A T Murray NDip (Ind Eng) (PET), NH Dip (Ind Eng) (PET), NH Dip (Mgt Prac) (PET), MTech (Ind Eng) (NMMU), Pr Tech (Eng), SMSASQ, MSAIIE |
| | Dr K van der Merwe NDip (Ind Eng) (PET), NH Dip (Ind Eng) (PET), BTech (Op Mgt) (NMMU), MTech (Ind Eng) (NMMU), DTech (Op Mgt) (NMMU), Pr Tech (Eng), MSAIIE |
| <i>Lecturers</i> | Mrs M Dolley-Ryneveld NDip (Ind Eng) (NMMU), BTech (Ind Eng) (NMMU), MBA (NMMU), AMSAIIE |
| | Mr C Joubert NDip (Ind Eng) (Tech Pta), BTech (Ind Eng) (NMMU), MSAIIE, Pr Tech (Eng) |
| | Mr J Snyders NDip (Ind Eng) (PET), BTech (Ind Eng) (NMMU), MSAIIE |
| <i>Administrator</i> | Ms N Truter NDip (PRM) (NMMU) |

Department of Mechanical Engineering

| | |
|--------------------------------|--|
| <i>Head of Department</i> | Mr G Kleyn NDip (MechEng) (PET), NH Dip (Mech Eng) (Tech Wits), MTech (Mech Eng) (NMMU), MSAIRAC, MSAIMechE, PR Tech Eng |
| <i>Honorary Professor</i> | Prof M N James BSc (Eng) (Wits), DSc (Eng) (Wits), DTech (Honoris Causa) (NMMU), PhD (Cambridge), C Eng, FIM |
| <i>Adjunct Professors</i> | Prof J Th M De Hosson BSc (Maths and Physical Science) (Utrecht, Netherlands), PhD (Physics) (Groningen Netherlands) |
| | Prof A Steuwer MPhil (Physics), PhD (Materials Science) (Cambridge, UK) |
| <i>Distinguished Professor</i> | Prof D G Hattingh MDip Tech (Mech Eng) (PET), PhD (Plymouth), Pr Tech (Eng), MSAIMechE |
| <i>Associate Professors</i> | Prof R L Phillips DTech (Mech Eng) (NMMU), RegEng Tech, MSAIMechE |
| | Prof H Lombard HDE(UPE), MSc (UPE), PhD (Plymouth), MSAIRAC, Pr.Sci.Nat (SACNASP) |
| <i>Principal Lecturer</i> | Mr K H du Preez MDip Tech (Mech Eng) (PET), Pr Tech (Eng) |
| <i>Senior Lecturers</i> | Mr W Rall MTech (Mech Eng) (PET), MSAIMechE, Pr Tech (Eng) |
| | Mr H Theunissen MTech (Mech Eng) (PET), Pr Tech (Eng) |
| <i>Lecturers</i> | Mr G Gouws BTech (Mech Eng) (PET) |
| | Mr C H Hands BScHons (Mech Eng) (UN) |
| | Mr R Müller MTech (Mech Eng) (NMMU), MSAIRAC |

| | |
|-------------------------------------|---|
| | Mr T Stroud NH Dip (Mech Eng) (PET), MBA (NMMU), MTech (Mech Eng) (NMMU), Pr Tech (Eng) |
| <i>Research Technician</i> | Mr D R Brown Mechatronics (NMMU) |
| <i>Senior Laboratory Technician</i> | Mr M D Knoesen NTD Mech (PET) |
| <i>Laboratory Technicians</i> | Mr A Lalla BTech Mech Eng (NMMU) |
| | Vacant |
| <i>Senior Artisans</i> | Mr J Cizek NDip (Mech Eng) (PET) |
| | Mr J N van der Mescht |
| <i>Laboratory Assistants</i> | Ms L Becker |
| | Mr E Sambu |
| <i>Administrative Professional</i> | Mrs M Brown Dip (Office Admin) (Russell Road College) |

Department of Mechatronics

Head of Department

Prof F Smith PrEng, BSc (Physics) (UCT), BSc (Elec Eng) (UCT), MSc (Elec Eng) (UCT), PhD (Elec Eng) (US)

Professors

Prof K Abou-El-Hossein, MSc Mnfg (Ukraine), PhD Mnfg (Ukraine), GCTT (Curtin), Pr Eng

Prof I A Gorlach BSc Mech Eng (Wits), MSc Ind Eng (Wits), PhD Mech Eng (Potch), NH Dip Ed (TWR), PrEng, MSAIIE

Lecturers

Prof T I van Niekerk NH Dip (CDP) (PET), BSc (Elec Eng) (UCT), MTech (IT) (PET), DTech (Elec Eng) (PET), PrEng, MSAIEE

Mr B H Roberts BSc (Electro-Mechanical Eng) (UCT), MEng (Mechatronics) (NMMU), PrEng, MSAIRAC

Laboratory Technician

Mr C F Scheckle Pr Eng, BSc (Eng) Elec (Wits), SMSAIEE

Administrative Professional

Mr R Herselman NDip (Elec Eng) (NMMU), BTech (Elec Eng) (NMMU)

Ms Z Joubert BTech (PRM) (NMMU)

Registered Entities

Chair VWSA-DAAD International Chair in Automotive Engineering

Chair (Acting)

Prof T I van Niekerk NH Dip (CDP) (PET), BSc (Elec Eng) (UCT), MTech (IT) (PET), DTech (Elec Eng) (PET), PrEng, MSAIEE

GMSA Chair of Mechatronics

Chair

Prof I A Gorlach BSc Mech Eng (Wits), MSc Ind Eng (Wits), PhD Mech Eng (Potch), NH Dip Ed (TWR), PrEng, MSAIIE

Project Engineer

Mr N van Zyl BTech (Mechanical) (NMMU)

Secretary

Ms M Snyders NDip (Tourism) (PET)

MerSETA

Chair

Mr K H du Preez NDip (Mech Eng) (PET), NH Dip (Mech Eng) (PET), MDip Tech (Mech Eng) (PET), Pr Tech (Eng), MSAIMEchE, MSAIRAC

MerSETA Project Manager

Ms M Naidoo BCom (Eco and BM) (UPE)

Women in Engineering Leadership Association (WELA)

| | |
|---------------------------------|---|
| <i>Manager</i> | Dr A S Lourens NDip (Prod Mgt) (PET), NH Dip (Prod Mgt) (PET), BTech (Bus Mgt) (PET), MBA (PET), DBA (NMMU), MSAIIE, ASEE |
| <i>Administrative Assistant</i> | Ms N Truter NDip (PRM) (NMMU) |

eNtsa – Innovation Through Engineering (a Technology Innovation Agency Technology Station)

| | |
|--|--|
| <i>Director</i> | Prof D G Hattingh MDip Tech (Mech Eng) (PET), PhD (Plymouth), Pr Tech (Eng), MSAIMechE |
| <i>Acting Director: Uyilo E-mobility Programme</i> | Mr H Parmar MTech (Elec Eng) (NMMU), SAIEE |

Friction Processing Research Unit (FPRU)

| | |
|-----------------|--|
| <i>Director</i> | Prof D G Hattingh MDip Tech (Mech Eng) (PET), PhD (Plymouth), Pr Tech (Eng), MSAIMechE |
|-----------------|--|

Advanced Mechatronics Technology Centre (AMTC)

| | |
|---|--|
| <i>Director</i> | Mr K H du Preez MDip Tech (Mech Eng) (PET), Pr Tech (Eng), MSAIMechE, MSAIRAC |
| <i>VWSA-DAAD International Chair in Automotive Engineering (Acting)</i> | Prof T I van Niekerk NH Dip (CDP) (PET), BSc (Elec Eng) (UCT), MTech (IT) (PET), DTech (Elec Eng) (PET), PrEng, MSAIEE |
| <i>VWS-DAAD Project Coordinator</i> | Ms L Stowman BTech (PRM) (NMMU) |
| <i>MerSETA Project Manager</i> | Ms M Naidoo BCom (Econ and BM) (UPE) |
| <i>AMTC SLP Programmes and Operations Manager</i> | Ms E Marx BTech (PRM) (NMMU) |
| <i>Marine Project Coordinator</i> | Ms P Hobongwana NDip (HRM) |
| <i>Marine Project Manager</i> | Mr H Theunissen NDip (Mech Eng) (PET), BTech (Mech Eng) (PET), MTech (Mech Eng) (PET), Pr Tech (Eng) |
| <i>Marine Lecturer Automation & Electrical</i> | Mr John Fernandes NDip (Elec Eng), BTech (Elec Eng) (NMMU), M Eng (Mechatronics) Candidate PR Tech Eng |
| <i>Marine Lecturer Naval Architecture</i> | Mr Boswell Douse BTech (NMMU) |
| <i>Administrative Assistant</i> | Ms J Daya |

Ford Engine Research Unit (FERU)

| | |
|---------------------------------|--|
| <i>Manager</i> | Mr G Kleyn NDip (MechEng) (PET), NH Dip (Mech Eng) (Tech Wits), MTech (Mech Eng) (NMMU), MSAIRAC, MSAIMechE, PR Tech Eng |
| <i>Project Supervisor</i> | Mr M D Knoesen NTD Mech (PET) |
| <i>Administrative Assistant</i> | Ms M Brown |

STEM in Action

| | |
|-------------------------------|--------------------------------|
| <i>Programme Manager</i> | Ms I van Gend BSc, HDE (UNISA) |
| <i>Operations Manager</i> | Ms T Roberts BSc, PGCE |
| <i>Lecturers</i> | Ms V Campbell BSc, PGCE |
| | Mr M Sonnekus MSc (Botany) |
| <i>Administrative Support</i> | Ms V Koenaitse BA (Tourism) |
| <i>Finance Support</i> | Ms B Taljaard |

Wind Energy Research Group (WERG)

| | |
|---------------------------------|---|
| <i>Manager</i> | Prof R L Phillips MDip Tech (Mech Eng) (PET), DTech (Mech Eng) (NMMU), RegEng Tech, MSAIMechE |
| <i>Administrative Assistant</i> | Ms J Daya |

SCHOOL OF THE BUILT ENVIRONMENT

| | |
|---|---|
| <i>Director of School</i> | Prof W M W Shakantu BSc (Building) (Copperbelt), MSc (CM) (Reading), PhD (CM) (Glasgow Caledonian), Pr.CM (SACPCMP), MCI0B (UK), AEIZ (Zambia), MSIZ (Zambia) |
| <i>Secretary</i> | Ms N Sam NDip (Office Mgt and Tech) (PET) |
| <i>Postgraduate Programmes Co-ordinator</i> | Vacant |
| <i>Laboratory Assistant</i> | Mr JP van der Mescht |

Department of Building and Human Settlement Development

| | |
|---------------------------|--|
| <i>Head of Department</i> | Dr F L Geminiani N Dip (Constr Supervision) (PET), HED Technical (UNISA), NHD (Constr Supervision) (PET), MDip Tech (CM) (PET), DTech (CM) (NMMU), Pr CPM, AMISM, SACPCMP |
| <i>Professor</i> | Vacant |
| <i>Principal Lecturer</i> | Mr D Vosloo BBuild Arts (UPE), BSc (QS) (UPE), MSc (BE) (UPE), Pr QS, PMAQS |
| <i>Senior Lecturer</i> | Mr J P Bekker NDip (Bldg Surv) (PET), NH Dip (Bldg Surv) (PET), MSc (BE) (UPE), Pr CPM |
| <i>Lecturers</i> | Ms E Ayesu-Koranteng ND (Bldg), BTech (CM), B Tech (QS), IOSH, MAQS, IoSM Mr W Draai NDip (Bldg Surv) (PET), NH Dip (Bldg Surv) (PET), MDP (UNISA), MSc (BE) (NMMU) Mr A Hefer NDip (Forestry) (PET), NDip Bldg (NMMU), BTech CM (NMMU), MSc (BE) (NMMU) Mr J Terblanche NDip (Bldg Surv) (PET), NH Dip (Bldg Surv) (PET), Pr CM |
| <i>Contract Lecturers</i> | Ms TG Beck Dip (CMA) (PET), BTech (CMA), MTech (CMA) (NMMU), Professional Accountant (SA) Ms M N De Villiers CEA (Estate Agency Affairs Board), N Cert (Real Estate) (UNISA), Professional Principal Estate Agent Ms K Crafford BEng (Civil Eng), Dipl.-Ing. (Universität Dortmund), ICIOB Dr R E Gerber HED (US), BA Hons (US), BEd (US), MEd <i>cum laude</i> (UFS), D Tech (Ed) (NMMU) |
| <i>Secretary</i> | Ms N Sam NDip (Office Mgt and Tech) (PET) |

Department of Construction Management

| | |
|---------------------------|---|
| <i>Head of Department</i> | Dr B Botha NDip (Bldg) <i>cum laude</i> (PET), BTech (QS) <i>cum laude</i> (PET), BTech (CM) <i>cum laude</i> (PET), MSc BE (UPE), PhD (CM) (NMMU), Pr CPM, MACPM, MESSA, ICIQB |
| <i>Professor</i> | Prof J J Smallwood BSc (BM) (UPE), MSc (CM) (UPE), PhD (CM) (UPE), Pr CM, Pr CHSA, FCIOB, MACHASM, MACPM, MESSA, MICOH, MIOSH, MIOSM, MSAIOSH, PPSAIB |
| <i>Lecturers</i> | Mr C Allen BBdgA (UPE), MSc (BE) (NMMU), PrCM, MCIOB Ms K Crafford BEng (Civil Eng), Dipl.-Ing. (Universität Dortmund), ICIQB |
| <i>Secretary</i> | Mrs M Botes |

Department of Quantity Surveying

| | |
|----------------------------|--|
| <i>Head of Department</i> | Mr R C Cumberlege BSc (QS) (UPE), MSc (CE) (NMMU), PrQS, PMAQS, MRICS |
| <i>Professor</i> | Prof N S Buys BBuild Arts (UPE), BSc (QS) (UPE), MSc (QS) (UPE), PhD (CE) (UPE), PrQS, PMAQS, MRICS |
| <i>Associate Professor</i> | Dr G J Crafford BSc (QS) (UPE), MSc (QS) (UPE), PhD (CE) (NMMU), MBA (US), ICIQB |
| <i>Lecturers</i> | Ms S Dent BSc (QS) (UPE) Mr J M Slabber BSc (QS) (UPE), PrQS, MRICS |
| <i>Contract Lecturers</i> | Mrs C Bown BSc (QS) (UFS), PrQS, PMAQS Ms M N De Villiers CEA (Estate Agency Affairs Board), N Cert (Real Estate) (UNISA), Professional Principal Estate Agent Mr A Jorgensen NDip (Elec. Eng) (PET), CNE, MCSE, XPLEX Eng and MCP+I |
| <i>Secretary</i> | Ms L Engelbrecht |

Registered Entities**Built Environment Research Centre (hosting the CIDB Centre of Excellence) (BERC)**

| | |
|-----------------|---|
| <i>Director</i> | Prof W M W Shakantu BSc (Building) (Copperbelt), MSc (CM) (Reading), PhD (CM) (Glasgow Caledonian), Pr.CM (SACPCMP), MCIOB (UK), AEIZ (Zambia), MSIZ (Zambia) |
|-----------------|---|

Chair for Education in Human Settlement Development and Management (CEHSDM)

| | |
|---|--|
| <i>Head</i> | Prof S L Mbanga, BAdmin (UNISA), MPA (<i>cum laude</i>) (NMMU), DPhil (NMMU) SAAPAM, SAMEA, GISSA, SAPI |
| <i>Executive Assistant</i> | Mr L Madoda BA Psychology (UWC) |
| <i>Senior Lecturers</i> | Ms N Wessels (BSc TRP (Wits), MPhil Env Management (SU), Pr Planner (SACPLAN) Prof S L Mbanga, BAdmin (UNISA), MPA (<i>cum laude</i>) (NMMU), DPhil (NMMU) SAAPAM, SAMEA, GISSA, SAPI |
| <i>Chair Operations Manager</i> | Mr N Mbeseza NDip Bus Mgt (Lovedale) NDip PM (WSU) B Tech PM (WSU) |
| <i>Senior Project Manager for Human</i> | Mr L Mxube NDip PM BTech PM (PET) |

*Settlements Short Learning Programmes**Administrator for Human Settlements Short Learning Programmes*

Ms S Campodonico NDip Economics BTech Management (NMMU)

Administrator for BHSD Academic and Student Affairs

Mr B Mafuya NDip Economics (NMMU)

SCHOOL OF INFORMATION AND COMMUNICATION TECHNOLOGY*Director of School*

Prof D Pottas BSc (Potch), BScHons (Potch), MSc (RAU), PhD (RAU), MIITPSA

Secretaries

Ms F Foutie NDip (PR) (NMMU), BTech (PRM) (NMMU)

Ms G Kleinhans Secretarial Certificate (Terblanche College)

Department of Applied Informatics*Head of Department*

Ms A Petratos NDip (Comp Dat Proc) (PET), NH Dip (Computer Systems) (PET), MDip Tech (IT) (PET)

Senior Lecturer

Mr M Thomson NDip Electr Data Proc (PET), NH Dip Computer Systems (PET), MTech IT (PET)

Lecturers

Ms A du Preez BCom (Ed) (UPE)

Mr R G Leppan BSc (UPE), BScHons (UPE), MSc (NMMU), PGCHE (NMMU)

Associate Lecturers

Ms S Salie NDip (IT) (PET), BTech (IT) (PET)

Mr L Tekeni NDip IT (NMMU), BTech IT (NMMU)

Laboratory Technician

Mr E Sekanwagi NDip (IT) (NMMU)

Ms L Vincent NDip (IT) (PET)

Department of Information Technology*Head of Department*

Ms K A Church BSc (UPE), BScHons (UPE), MSc (UPE), PMIITPSA

Distinguished Professor

Prof R von Solms HDE (UPE), NH Dip (Electr Data Proc) (PET), BSc (UPE), BScHons (UNISA), MSc (RAU), PhD (RAU), PMIITPSA, CISM

Professors

Prof R A Botha BSc (UPE), BScHons (UPE), MSc (RAU), PhD (RAU), PGCHE (NMMU), PMIITPSA

Prof D van Greunen HDE (UPE), FDE (UPE), BAHons (UPE), MA (UPE), PhD (UNISA), PMIITPSA, MICSIT

Prof J F van Niekerk BSc (UPE), BTech (IT) (PET), MTech (IT) (NMMU), MEd (NMMU), PhD (IT) (NMMU), MIITPSA, MICSIT

Associate Professors

Prof L Futchter HED (UNISA), BSc (UPE), BTech (IT) (PET), MTech (IT) (NMMU), PhD (IT) (NMMU)

Prof M Gerber NDip (IT) (PET), BTech (IT) (PET), MTech (IT) (PET), PhD (NMMU), CISM

Prof N Mostert-Phipps NDip IT (PET), BTech (IT) (PET), MTech IT (NMMU), PGCHE (NMMU), PhD IT (NMMU)

Dr K-L Thomson NDip (IT) (PET), BTech (IT) (PET), MTech (IT) (PET), DTech (IT) (NMMU)

Senior Lecturers

Mr R G Harmse BCom (UPE), BTech (IT) (PET), MTech (IT) (PET)

Ms C H Schröder NH Dip (Comp Systems) (PET), BSc (UPE), MTech (IT) (PET)

Lecturers

Mr L Feyt BCom (CS & IS), BComHons (CS&IS)

Dr B Haskins NDip IT (TFS), BTech (CUT, FS), MTech IT (CUT, FS), PhD IT (NMMU)

Mr A Kayode Adesemowo MSc (UWC), C Eng (UK), CISM, CISSP, Print2 Practitioner, CCNA (Security), MCSE (Cloud)

Ms M Makalima NDip (IT) (NMMU), BTech (IT) (NMMU), MTech (IT) (NMMU)

Ms Y Moutzouris NDip (IT) (PET), BTech (IT) (PET), MTech (IT) (PET)

Mr D L Steenberg BCom IT (Potch), BComHons (Potch), MTech BIS (NMMU)

Mr S Vincent NDip (IT) (PET), BTech (IT) (TSA)

Mr D P Müller NDip (IT) (PET), BTech (IT) (NMMU)

Ms T Campher NDip (IT) (NMMU), BTech (IT) (NMMU)

Senior Laboratory Technician

Laboratory Technician

Registered Entities

Centre for Community Technologies (CCT)

Director

Prof D van Greunen HDE (UPE), FDE (UPE), BAHons (UPE), MA (UPE), PhD (UNISA), PMIITPSA, MICSIT

Centre for research in Information and Cyber Security (CRICS)

Director

Prof R von Solms HDE (UPE), NH Dip (Electr Data Proc) (PET), BSc (UPE), BScHons (UNISA), MSc (RAU), PhD (RAU), PMIITPSA, CISM

Southern Africa Cisco Academy Support Centre

Manager/Lecturer

Mr G Kudyachete B Eng. (Electronics) Hons. (N.U.S.T., Zim), MSc.Tel. (University of Pittsburgh, USA), MBA (NMMU)

Spatial Technologies Unit

Head of Unit

Prof D Pottas BSc (Potch), BScHons (Potch), MSc (RAU), PhD (RAU), MIITPSA

Course Administrator

Ms M Brittain

FACULTY OF HEALTH SCIENCES

Office of the Dean

Executive Dean

Prof L Pepeta: MBChB, (Unitra) FCPAED(SA), DCH(SA), Cert. Cardiology (SA), MMed (Wits)

Executive Assistant

Ms A Maasdorp

Faculty Administration

Senior Manager: Faculty Administration

Ms N J Kato NDip (Com Adm), BTech (Com Adm) (PET), BTech (HRM) (NMMU)

South Campus

Manager: Faculty Administration

Faculty Administrators

Mrs N Isaacs NDip (HRM) (PET)

Mrs M Afrikaner NDip (Com Adm) (PET), BTech (Man) (NMMU)

Mrs V Heunis NDip (Office Mgt & Tech) (PET)

Mrs H Levack NDip (Office Mgt & Tech) *cum laude* (NMMU)

Missionvale Campus

Faculty Administrator

Ms D Gert

SCHOOL OF BEHAVIOURAL SCIENCES*Director of School*

Prof L-A Stroud BCur (UPE), MA (Clin Psych) (UPE), DPhil (UPE)

Secretary

Mrs Y Smith NDip (Office Mgt & Tech) (PET)

Department of Environmental Health*Head of Department*

Mr M C Qoto NDip (Pub Health) (Edendale), BCom (Vista), BTech (Env Health) (PET), MPH (Medunsa),

Secretary

Mrs T Tsewu NDip (Com Adm) (PET)

Professor

To be appointed.

Associate Professor

Prof PE Melariri BSc (Zoology Parasitology) (Abia State University), Nigeria, MSc (Medical Parasitology, Public Health) (University of Nigeria), PhD (Pharmacology) (UCT)

Principal Lecturer

Dr H J Maarschalk NDip (Pub Health) (CPUT), BA (UPE), BAHons (UPE), MA (UPE), PhD (UPE)

Senior Lecturer

To be appointed.

Lecturers

Mr R W P Michau NH Dip (Pub Health) (CPUT)

Ms C S Mtembu NDip (Env Health) (CUT, FS), BTech (Env Health) (CUT, FS)

Mrs C L Swanepoel NDip (Pub Health) (TWR), NH Dip (Pub Health) (TWR), MTech (UJ)

Associate Lecturer

Ms S D Hambury NDip (Env Health) (NMMU), BTech (Env Health) (NMMU)

Laboratory Technician

Ms O S van Rooyen Dip (Social Work) (UOVS)

Department of Psychology*Head of Department*Prof D S Elkonin BA (UPE), HNTD (UPE), BAHons *cum laude* (UPE), MA (Clin Psych) *cum laude* (UPE), DPhil (UPE)*Professors*

Prof C N Hoelson BA (UPE), BAHons (Psych) (UPE), MA (Clin Psych) (UPE), DPhil (UPE)

Prof J G Howcroft BA (UPE), BAHons (UPE), MA (Clin Psych) (UPE), PhD (Vista)

Associate Professor

To be appointed.

Lecturers

Mr J O August B (Psych) (UPE), BAHons (Psych) (Vista)

Ms J Cronjé BA (UPE), BAHons (UPE), MA (Psych) (NMMU)

Ms L Currin BCur (UPE), BAHons (Psych) (UPE), MA (Couns Psych) (NMMU)

Ms U De Klerk BPsych Degree (UPE), BAHons (UPE), MA Health & Welfare Management (NMMU)

Ms T Lambert BSc (UPE), HDE (UPE), BScHons *cum laude* (US), MA (NMMU)

Dr K Navsaria BA (Psych) (NMMU), BAHons (Psych) (NMMU), MA (Cons Psych) (NMMU), PhD (Psych) (NMMU)

Mr V Sack BAHons (UPE), MA (Clin Psych) (UOFS)

Ms A Sandison MA (Couns Psych) (UPE)

Mr K van Rooyen BA (NMMU), BAHons (Psych) (NMMU), MA (Clin Psych) (NMMU)

Dr Y Ally BA Health Sciences and Social Services *cum laude* (UNISA), BA Hons Psychology *cum laude* (WITS), MA Research Psychology (WITS), DLitt et Phil (UNISA), BPsych Counselling (UNISA)

Secretary To be appointed

Registered Entity

University Psychology Clinic

UClin Manager

Prof J G Howcroft BA (UPE), BAHons (UPE), MA (Clin Psych) (UPE), PhD (Vista)

Secretary

Ms N Busakwe

Department of Social Development Professions

Head of Department

Dr Z Soji BA (SW) (UFH), MA (H&W Mgt) (NMMU), PG Dip (Family and Marriage Guidance & Couns) (UPE), DPhil (Social Work) (NMMU)

Senior Lecturer

Dr V Goliath BA (SW) (UPE), BAHons (Psych) (UPE), MA (Clin Psych) (UPE), DPhil (Social Work) (NMMU)

Lecturers

Mrs Z Abdulla BA (SW) (UPE), Dip in Business management (Varsity College) MA (SW) (NMMU)

Mrs A Calitz BA (SW) (UP), BAHons (Psych) (UP)

Mrs Z S Gwam BA (SW) (UWC), MA (SW) (NMMU)

Dr A Luck BA (SW) (UPE), BAHons (Psych) (NMMU), MA (SW) (UPE), DPhil (Social Work) NMMU

Mrs N Mansvelt BA (SW) (US), MA (SW) (Welfare Program Mgt) (US)

Secretary

Mrs J Coetzee BA (Psych) (NMMU), BAHons (Psych) (NMMU)

SCHOOL OF CLINICAL CARE SCIENCES

Director of School

Prof R M van Rooyen Cert GM (UPE), DiplIntN (UPE), DipNEd (UPE), BCur (UPE), BA Cur (Hons) (UNISA), MCur (UPE), DCur (UPE)

Academic Assistant

Ms L K Moore BA (MCC) (NMMU), TEFL Intl Cert (France), TITC Business English Cert

Projects Co-ordinator

Ms A A Waters BAHons (HMS) (NMMU), MA (HMS) (Biokinetics) (NMMU)

Academic Assistant

Ms S V Mlalandle BTech (PR) (NMMU)

Financial Controller (P/T)

Mrs D Claasen *N3 Commercial, Financial Management (Damelin), Financial Accounting (Damelin)*

Researcher: Project Co-ordinator

Mr K Topper BPsych (Couns) (NMMU), MA Psych (Counselling) (UFH)

Marketing & Public Relations Assistant

Mrs S Benade BTech (PR) (NMMU)

Educational Psychologist

Dr R Exner PTC, DTSC (UCT) DEd (Psych) (UNISA)

MA Health and Welfare Management Co-ordinator

Ms S Page BA (SW) (UPE)

Department of Nursing Sciences

Head of Department

Prof PJ Jordan Dip NEd (NMMU), Dip Neph (NMMU), BCur (UPE), MCur (UPE), PhD (NMMU), MBA (NMMU)

Associate Professors

Prof S V James Dip (GN and Midw) (Livingstone Hosp), BCur (I et A) (UPE), MCur (UPE), MCur (Adv Mid) (UFH), DCur (NMMU)

Prof E J Ricks Dip GN (Livingstone Hospital), Dip Midw (Somerset Hospital), Dip CNS (Peninsula Technikon), Dip NAdm (UPE), BCur (I et A) (UPE), BCurHons (UPE), MCur (UPE), DCur (NMMU)

Senior Lecturers

Dr M Williams Dip GN (SCNC), Dip Midw (SCNC), Dip NAdm (UNISA), BACur (I et A) – Education & Community Health Nursing (UNISA), MCur (NMMU), PhD (Nurs Sci) (NMMU)

Dr S Jardien-Baboo DipNEd (UPE), BCur (UPE), BAHons (UPE), MA Soc (NMMU) PhD (NMMU)

Dr D G Morton BA (UPE), BAHons Geog (UPE), MA Geog (UPE), PGCE (UPE), DPhil Sociology (NMMU)

Lecturers

Ms A H du Plessis BSc Nursing (UCT), Dip Ned (UPE), Project Management (Short Course, NMMU), Advance Health Management Program (FPD/Yale University), MCur (Adv Mid) (NMMU)

Ms A S F du Plessis Dip (GN, Midw, CNS, Psych), Adv Dip in Child Psych (UOVS), Dip NEd (NMMU), BCurHons (Psych), M Nur (NMMU)

Ms K Gerber Cert Wound Care and Burn Care (UK), Dip NEd (NMMU), BCur (UPE), MCur (NMMU)

Associate Lecturers

Mr T Nyangeni Dip (GN, Midw, CNS & Psych), Dip NAdm (NMMU), Dip NEd (NMMU) M Nur *cum laude* (NMMU)

Ms N Rall BCur (NMMU), MCur (NMMU), Dip N Ed (NWU)

Ms L Smith Dip (GN), Dip (Psych N), Dip (Com N & Midwifery) (ECCN), BA Cur (Nursing Adm and Nursing Ed) *cum laude* (UNISA), MCur (Adv Psych Nursing) *cum laude* (NMMU)

Vacant

Ms J M de Vega Dip NEd (NMMU), B Cur (UPE)

Ms M V Kramer Dip (GN, CNS & Psych, Mid) *cum laude* (ECCN) B Cur (ED et ADM) *cum laude* (NWU)

Ms T Boyers, BCur, MCur

Ms A Mlatsha B Cur, Dip N Ed (c)

Mr M Moeta Dip (GN. Midw, CNS & Psych) Dip NEd (NMMU)

Ms Z Roets BCur (NMMU)

Mr B S I Sonti BCur (NMMU), MCur (NMMU)

Ms C Williams Dip (GN.) and Neph Dip (NMMU)

Ms Adams Dip Management, BCur, MCur

Post-Doctoral Fellow

Dr W ten Ham-Baloyi BCur (CHE, Ede, The Netherlands), MCur (NWU), PhD (NWU), NDip Nursing Education (NMMU)

Research Associate

Prof J Strümpher BCur (UP), BCur (I et A) (UP), BCur Hons (PsN) (UPE), MCur (UPE), D Cur (UPE)

Academic Administrator

Z G Mpompa BA (Vista), BAHons (Social Behaviour Studies in HIV/Aids) (Unisa), Dip (Health and Welfare Management) (NMMU)

Departmental Secretary

Ms C D Campbell BA (Psych), BAHons (Psych) (NMMU)

Resources and Clinical Laboratory Manager*Laboratory Assistant**Simulation Technician**Mobile Clinical Simulation Laboratory Co-ordinator**Project Co-ordinator*

Ms E L Smith Dip Gen N and Dip Midw (PHPE); Dip Psych (EDH); Adv Dip NAdm & CNS (Unisa)

Ms C Du Plessis Cert Basic Ambulance Assistant, Cert Health Care Work, Cert Level One First Aid

Mr M Bailey CCNA (c) (NMMU)

Ms S Olivera Dip (Com N & Midwifery) (Shirley Cribb Nursing Campus) Advance Primary Healthcare (Hons) (NMMU) Dip (Health & Welfare) (NMMU)

Ms M Manjezi

Department of Radiography*Head of Department**Departmental Secretary**Associate Professor**Senior Lecturer**Lecturers**Associate Lecturers**Assistant Lecturer*

Mrs R Williams NDip Rad (D) (PET), BTech Rad (D) (PET), MTech Rad (D) (NMMU)

Mrs B Connelly NHC Private Secretary (PET)

Vacant

Mrs A D Grobler NDip Rad (D) (UOFS), BTech Rad (D) *cum laude* (CUT), Adv Dip Rad (D) (MRI) (UFS), MTech Rad (D) (CUT)

Mr S S Campbell NDip Rad (D) (PET), BTech Rad (D) (PET)

Mrs A Edwards NDip Rad (D) (PET), BTech Rad (D) (PET)

Mrs H Hodgson NDip Rad (D) (PET) *cum laude*, BTech Rad (D) (PET) *cum laude*Mr R van de Venter NDip Rad (D) (NMMU) *cum laude*, BTech: Rad (D) (NMMU) *cum laude*, TEFL Certificate (Global Language Training, London: UK), MTech Radiography (Research) *cum laude*

Mrs M Willemse NDip Rad (D) (PET), BTech Rad (D) (PET), Cert: Mammography (CPUT)

Mrs S M Oosthuizen NDip Rad (D), Dip Teaching Rad (UCT)

Department of Emergency Medical Care*Head of Department (Acting)**Lecturers**Contract Lecturers*

Mr N E Louw BEng (Industrial) (UP), NDip (EMC) (TWR), BTech (EMC) (DUT), MSc MED (EM) (WITS)

Mr X M C J Millar NDip EMC (CPUT) BTech EMC (CPUT)

Mr J N Wolhuter NDip AEC (Natal Tech), BTech EMC (DUT)

Dr E J O du Toit MBBCh (WITS), DA, DipEC, MPH (UCT)

Ms N Krwentela NDip EMC (DUT) BTech EMC (DUT)

Ms S Puffet BMus (NMMU) NDip EMC (CUT)

SCHOOL OF LIFESTYLE SCIENCES*Director of School*

Prof L-A Stroud BCur (UPE), MA (Clin Psych) (UPE), DPhil (UPE)

Department of Dietetics*Head of Department*

Dr A Gresse BSc (Home Econ) (US), MSc (Home Econ) (UFS), DSc (Diet) (Potch), RD (SA)

| | |
|------------------------------|--|
| <i>Secretary</i> | Mrs J Plaatjies, NDip Comm Admin (PE Technikon) |
| <i>Associate Professor</i> | Vacant |
| <i>Lecturers</i> | Mrs P Mkontwana MA Health and Welfare Management (NMMU), RD (SA) |
| | Mrs E van Tonder BSc Diet (US), M Nutr (US), RD (SA) |
| <i>Associate Lecturer</i> | Ms ZH Mfono BSc Diet (UKZN), Post Grad Dip Diet (UKZN), Post Grad Dip (Marketing) (UNISA), RD (SA) |
| <i>Contract Lecturers</i> | Mrs I Oxley-Oxland BSc (Diet) (Pret), MSc Clin Nut & Diet (NMMU), RD (SA) |
| | Dr L Steenkamp BSc (Diet) (UFS), PhD (Diet) (UFS), RD |
| | Dr D Stoman-Du Plessis DSc (Biochem) (NMMU) |
| | Mrs B Truter BTech (Hosp Mgt) (CUT) |
| <i>Laboratory Technician</i> | Vacant |
| <i>Student Supervisor</i> | Vacant |

Department of Human Movement Science

| | |
|------------------------------------|---|
| <i>Head of Department</i> | Prof C M Walter BA (Phys Ed) (UDW), UHDE (UDW), BAHons (UPE), BEd (RU), MEd (UFH), DPhil (NMMU) |
| <i>Secretary</i> | Ms S Ellis |
| <i>Associate Professor</i> | Prof C M Walter BA (Phys Ed) (UDW), UHDE (UDW), BAHons (UPE), BEd (RU), MEd (UFH), DPhil (NMMU) |
| <i>Senior Lecturers</i> | Dr M L Baard BA Ed (UPE), BAHons (Biokinetics) (US), MA (US), DPhil (US) |
| | Dr C L Slogrove PTD (GRTC), HTD (GRTC), MA (HMS) (UPE), MA (CounsPsych) (UPE), DPhil (UPE) |
| | Mr V Oosthuizen BA (Ed) (UPE), BAHons (UPE) |
| <i>Lecturers</i> | Mrs L P Grenfell BA (HMS) (RU), (HDE) (RU), BAHons (HMS) (Biokinetics) (UPE), MA (HMS) (UPE) |
| | Mrs G Halferty, NDip (Sport Admin and Mng) (PET), BTech Mkg (PET), MTech Mkg (NMMU) |
| | Mr M Kramer BCom (NMMU), BAHons (HMS) (Biokinetics) (NMMU), MA (NMMU) |
| | Mr R Raffan B HMS (NMMU), BAHons (HMS) (Sport Science) (NMMU), MA (NMMU) |
| <i>Contract Associate Lecturer</i> | Ms S Kahts BCom (NMMU), BAHons (HMS) (Biokinetics) (NMMU), MA (NMMU) |
| <i>Laboratory Technician</i> | Mrs S Kock BHMS (NMMU), BAHons (HMS) (Biokinetics) (NMMU), MA (HMS) (NMMU) |

Registered Entity

Biokinetics and Sport Science Unit

| | |
|---|--|
| <i>Senior Biokineticist and Manager</i> | Mrs L P Grenfell BA (HMS) (RU), (HDE) (RU), BAHons (HMS) (Biokinetics) (UPE), MA (HMS) (UPE) |
| <i>Secretary</i> | Ms K Van Rensburg |

SCHOOL OF MEDICINAL SCIENCES

| | |
|---------------------------|------------------------|
| <i>Director of School</i> | Prof N Smith PhD (UPE) |
| <i>Secretary</i> | To be appointed. |

Department of Medical Laboratory Sciences

| | |
|-------------------------------|--|
| <i>Head of Department</i> | Mrs L Zondie BTech (Biomed Tech) (PET), MTech (Biomed Tech) (NMMU) |
| <i>Departmental Secretary</i> | Mrs S Mtyhobile |
| <i>Lecturers</i> | Ms M M Buckle BScHons (Biochemistry) (US), PGCHE (NMMU) Mrs S P Tili BTech (Biomed Tech) (PET), MTech (Biomed Tech) (NMMU) Mrs F van Rayner NDip (Biomed Tech) (Pen TECH), NHD (Biomed Tech) (PET), MBA (NMMU) Dr N Wickens MTech (Biomed Tech) (PET), DTech (NMMU) |
| <i>Laboratory Technicians</i> | Mrs L Beyleveld NDip (Biomed Tech) (PET) Mrs B Jordan NDip (Biomed Tech) (PET) |

Department of Pharmacy

| | |
|-------------------------------|--|
| <i>Head of Department</i> | Prof S-A Boschmans Dip (Pharm) (PET), MSc (UPE), PhD (NMMU) |
| <i>Professor</i> | Prof I Truter BPharm, MSc, DCom (UPE), PhD (Potch) |
| <i>Associate Professor</i> | Prof G Kilian BPharm (UPE), MSc (UPE), PhD (NMMU) |
| <i>Senior Lecturer</i> | Dr S Burton Dip (Pharm) (TN), MSc (Pharm) (RU), PhD (Pharm) (NMMU) |
| <i>Lecturers</i> | Ms CR Clark BSc, BSc Hons (UPE), MSc (NMMU) Ms T-L Fogarty BPharm (UPE), MPharm (UPE) Ms N Isaacs BPharm (NMMU), MSc (NMMU) Mr Y Kadernani BPharm (NMMU), MSc (UWC) Ms L Kritiotis BPharm (UPE), MSc (NMMU) Ms N Kubashe BPharm (UPE), MPharm (NMMU) Ms J McCartney Dip (Pharm) (PET), MSc (UPE) |
| <i>Associate Lecturers</i> | Ms J Barry BPharm (UPE) Ms C Farmer BSc, BScHons (UWC), BPharm (UWC) Ms C Naude BPharm (UPE) |
| <i>Secretary</i> | Ms S van Staden (contract) |
| <i>Clinical Co-ordinators</i> | Ms H Pretorius BPharm (UPE) Ms J Rishworth BPharm (UPE) |
| <i>Laboratory Technicians</i> | Ms S Skweyiya NDip (Info Tech) (Tech App) (NMMU) Ms J Taylor Post-Basic Pharmacist Assistant Community Pharmacy (HSA) Ms P Tsewu BCur (NMMU) Ms A van Jaarsveld BSc (UPE) Ms J van Jaarsveld BScHons (Chemistry) (UPE) |

Registered Entity**Units**

| | |
|---------------------------------------|--|
| <i>Drug Utilisation Research Unit</i> | Prof I Truter BPharm, MSc, DCom (UPE), PhD (Potch) |
|---------------------------------------|--|

FACULTY OF LAW**Office of the Dean**

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|-----------------------|---|
| <i>Executive Dean</i> | Prof A Govindjee: BA, LLB(RU), LLM (Labour Law) <i>cum laude</i> (UPE), LLD(NMMU), Attorney of the High Court |
|-----------------------|---|

Executive Secretary: Executive Dean Secretaries

Vacant
Mrs E Grobler
Mrs E Strydom
Mrs R Redcliffe

Faculty Administration

Senior Manager: Faculty Administration
Manager: Faculty Administration
Faculty Administrator

Ms Z Slabber BA (UPE), BAHons (UPE)
Mrs N Terblanche NDip (Bus Comp) (PET)
Mrs D Billie NDip (Com Adm) (PET)

SCHOOL FOR LEGAL PRACTICE: LEGAL EDUCATION AND DEVELOPMENT (LEAD)

Director
Co-ordinator/Administrator

Mr L Lindoor
Ms LJ Zimri

DEPARTMENT OF CRIMINAL AND PROCEDURAL LAW

Head of Department

Prof A Tshivhase BJuris, LLB (Venda) LLM (Human Rights and Democracy in Africa (UP), PhD (UCT)

Associate Professor

Prof D Erasmus BJuris (UPE), LLB (UPE), LLD (UFS)

Honorary Professor

Prof N J C van den Bergh BA Blur (UNISA), LLD (UOFS), Dip Theol (Helderberg College)

Adjunct Professor

Prof J Kollapen BProc (Wits), LLB (Wits)

Director: Law Clinic

Vacant

Lecturers

Mr D Apollos LLB, LLM (NMMU)

Ms D L David BProc, LLB (Natal), LLM (UNISA)

Dr L Ndimurwimo LLB (Tanzania), LLM (NMMU), LLD (NWU)

Mr M Welgemoed LLB (UPE), LLM (NMMU)

DEPARTMENT OF MERCANTILE LAW

Head of Department

Vacant

Emeritus Professor

Prof H J Delport BA, LLB, LLD (Pret)

Associate Professors

Prof A M Tait BJuris (UPE), LLB (US), MBL (UNISA), LLM (UPE), LLD (NMMU)

Prof J A van der Walt BJuris, BAHons (UPE), LLB (UNISA)

Adjunct Professor

Prof A Myburgh LLB (UPE)

Senior Lecturer

Mrs L Coetzee BJuris, LLB (UPE), LLM (UNISA)

Lecturers

Mrs L Biggs BCom, LLB (UPE), LLM (NMMU)

Ms T Hokwana LLB (NMMU)

Mr S P Newman BCom, LLB, LLM (UPE), LLM (Int Trade Law) (US)

Mr T Qotoyi BED (Unitra), LLB (UNISA), MA (UPE), LLM (NMMU)

Mr G J Richards BJuris, LLB (UPE), LLM (UNISA)

Mr G L Sefela LLB, LLM (UWC)

DEPARTMENT OF PRIVATE LAW

Head of Department

Prof E Knoetze BJuris, LLB, LLM (UPE), LLD (UWC)

Professor

Prof A Mukheibir BMus (UPE) HDE (UNISA) BAHons (UNISA) BJuris LLB (UPE) DJuris (Amsterdam)

Emeritus Professor

Prof F E Marx BCom (US), BJuris, LLB, LLD (UPE)

| | |
|---------------------------|--|
| <i>Honorary Professor</i> | Prof E J H Schrage Drs Juris (Groningen), D Juris (Leiden) |
| <i>Visiting Professor</i> | Prof P J Badenhorst BLC <i>cum laude</i> , LLB <i>cum laude</i> (UP), LLM (Wits), LLM (Yale), LLD (UP) |
| <i>Senior Lecturer</i> | Ms G van der Walt BJuris, LLB (UPE), LLM (UNISA) |
| <i>Lecturers</i> | Mr E Christoffels BA, HDE (UWC), LLB (Vista), Attorney of the High Court of SA Ms R Denson BA (Law) (RU), LLB (Vista), LLM (UPE) Ms T Wagenaar BA (HMS), BAHons (HMS) (UPE), LLB, LLM (NMMU) |

DEPARTMENT OF PUBLIC LAW

| | |
|------------------------------------|---|
| <i>Head of Department (Acting)</i> | Dr J C Botha BA LLB (Rhodes) LLD (NMMU) Attorney of the High Court |
| <i>Professor</i> | Prof H J van As BJuris (UNISA), LLB (Vista), LLD (US), NDip Pol (TSA) |
| <i>Adjunct Professors</i> | Prof G G Goosen Judge of the High Court, BA, LLB (UCT) Adv E Crouse Advocate of the High Court, BJuris (UPE) LLB (Stell) |
| <i>Senior Lecturer</i> | Mr E van der Berg BJuris, LLB (UPE), Attorney of the High Court |
| <i>Lecturer</i> | Mr D Abrahams BJuris, LLB, LLM (UPE), LLM (Geneva) |

Registered Entities

Centre for Law in Action (CLA)

Prof H J van As BJuris (UNISA), LLB (Vista), LLD (US), NDip Pol (TSA)

Labour and Social Security Law Unit

Prof J A van der Walt BJuris, BAHons (UPE), LLB (UNISA)

SARChI Chair in Law of the Sea and Development in Africa

Prof P H G Vrancken LED (Brussels), LLM (UCT), LLD (UCT)

FACULTY OF SCIENCE

Office of the Dean

| | |
|-----------------------|---|
| <i>Executive Dean</i> | Prof A Muronga: BSc, UED (UNIVEN), BScHons, MSc (UCT), PhD (University of Minnesota, USA) |
| <i>Secretary</i> | Mrs A Beer |

Faculty Administration

| | |
|---|--|
| <i>Senior Manager: Faculty Administration</i> | Ms R Jappie NDip (Bus Comp) (PET), BTech (Mgt), BAHons (Group Dynamics) (NMMU) |
|---|--|

Summerstrand South Campus

| | |
|--|-------------------------|
| <i>Manager: Faculty Administration</i> | Ms L Roodt BCom (NMMU) |
| <i>Faculty Administrators</i> | Ms F Claassen Vacant |

GEORGE CAMPUS

| | |
|--|---|
| <i>Senior Manager: Academic Administration</i> | Mr D F Alexander NDip (PA) (PET), NH Dip (PMA) (PET), MPA (UPE) |
|--|---|

Co-ordinators: Academic Administration

Mrs M J M Eybers NDip (Pub Mgt) (PET)

Mrs E Labuschagne NDip (Com Admin) (TechPta)

SCHOOL OF BIOMOLECULAR AND CHEMICAL SCIENCES

Director of School

Vacant

Department of Biochemistry and Microbiology

Head of Department

Prof S Roux HED (Potch), BSc (Potch), BScHons (Potch), MSc (Potch), DMedSci (UP)

Secretary

Ms R Hiles Dip (Mgt) (NMMU), BTech (Mgt) (NMMU)

Summerstrand South Campus

Associate Professors

Prof G Dealtry BScHons (Newcastle), MSc (Birmingham), PhD (Essex)

Prof T G Downing BSc (RU), BScHons (RU), MSc (RU), PhD (US)

Prof C L Frost BSc (UPE), BScHons (UPE), MSc (UPE), PhD (UPE)

Prof V Oosthuizen BSc (UPE), BScHons (UPE), MSc (UPE), PhD (UPE)

Prof S Roux HED (Potch), BSc (Potch), BScHons (Potch), MSc (Potch), DMedSci (UP)

Prof M van de Venter BSc (UPE), BScHons (UPE), MSc (UPE), PhD (UPE)

Senior Lecturers

Dr H Davids BSc (UPE), BScHons (UPE), MSc (UPE), PhD (UPE)

Dr S Govender BSc (UDW), BScHons (UDW), MSc (UDW), PhD (US)

Dr B M Somai BSc (UDW), BScHons (UDW), MSc (UDW), PhD (Clemson Univ, South Carolina)

Lecturer

Ms A Prahaladh BSc (US), BScHons (US), MSc (US)

Associate Lecturer

Dr S Williams BSc (US), BScHons (US), MSc (US), PhD (NMMU)

Missionvale Campus

Lecturer

Dr A K Knight HED (US), BSc (Potch), BScHons (UP), MSc (UP), PhD (UP)

Summerstrand South Campus

Research Associate

Prof R Naude PhD (UPE)

Honorary Professor

Prof L Graf Doctor Degree (Eötvös Lorand Univ.), PhD, DSc (Hungarian Academy of Sciences)

Laboratory Technicians

Mrs A Erasmus NDip (Clin Path & Microbiol)

Mrs M Fensham BSc (UPE), BScHons (UPE), HDE (UPE)

Ms J Madubedube MTech in Biomedical Science (CPUT), BScHons (RU)

Mr K Oosthuizen BSc (US), BScHons (US)

Mrs W Wilde BScHons (RU)

Laboratory Assistants

Ms L Geseba

Mr L Mabulu

Mr G Hewitt

Department of Chemistry*Head of Department*

Prof T I A Gerber BSc (UPE), MSc (UOFS), PhD (UNISA)

Secretaries

Ms H Kendrick Dip (Mgt) (NMMU), BTech (Mgt) (NMMU)

Mrs M Vosloo

Summerstrand North Campus*Lecturers*

Ms M F C Ghenne NH Dip (Chem) (PET), BTech (Quality) (PET)

Ms A Noah MTech (Chem) (PET)

Dr G Rubidge DTech (Chem) (PET)

Summerstrand South Campus*Professor of Inorganic Chemistry*

Prof T I A Gerber BSc (UPE), MSc (UOFS), PhD (UNISA)

Associate Professors

Prof E Ferg DTech (Chem) (PET)

Prof Z R Tshentu BSc (UPE), BScHons (UPE), MSc (UPE), PhD (NMMU)

Senior Lecturers

Dr B Barton PhD (UPE)

Mr S Gerber MSc (US)

Dr N Mama PhD (NMMU)

Lecturers

Dr A Abrahams PhD (NMMU)

Dr R Betz PhD (Ludwig-Maximilians University; Munich)

Dr D Grooff PhD (NWU)

Dr B G Hlangothi MSc (Vista), PhD (UJ)

Dr S P Hlangothi MSc (UniN), PhD (NMMU)

Department of Textile Science*Honorary Professor and**Head of Department*

Prof L Hunter BScHons (UCT), MSc (UPE), PhD (UPE), CText ATI FTI, occupying the Philip Frame Chair of Textile Technology

Honorary Professor

Prof R D Anandjiwala BScText (Gujarat), BText (Baroda), MTech (India Inst of Technology), PhD (Leeds), CText FTI

SCHOOL OF COMPUTING SCIENCES, MATHEMATICS, PHYSICS AND STATISTICS*Director of School*

Prof C B Cilliers BSc (UPE), BScHons (UPE), MSc (UPE), PhD (NMMU), MICSIT

Department of Computing Sciences*Head of Department*

Dr B Scholtz BSc (UPE), BScHons (UPE), MSc (NMMU), PhD (NMMU)

Secretary

Ms V Dudumayo N Dip .Off Mgt & Tech (UNISA)

Summerstrand South Campus*Professors*

Prof A P Calitz BA (UPE), BCom (UPE), BScHons (UPE), MSc (UPE), PhD (UPE), DBA (NMMU), PMIITPSA, ACM, IEEE

Prof J H Greyling BSc (UPE), BScHons (UPE), MSc (UPE), PhD (UPE), MICSIT

Prof J L Wesson BCom (UPE), BComHons (UPE), MCom (UPE), PhD (UPE), MIITPSA, MICSIT

| | |
|---|---|
| <i>Associate Professor</i> | Prof C B Cilliers BSc (UPE), BScHons (UPE), MSc (UPE), PhD (NMMU), MICSIT |
| <i>Senior Lecturers</i> | Dr L Barnard BCom (UPE), NHDip (IT) (PET), MTech (IT) (PET), PhD (UPE), MICSIT, MIITPSA Dr L van der Post HDE (UPE), BAFA (UCT), BAHons (Comp Sci) (UPE), MA (Comp Sci) (NMMU), PhD (NMMU) |
| <i>Lecturers</i> | Dr D Vogts BSc (UPE), BScHons (UPE), MSc (UPE), PhD (NMMU) Ms C H Dixie HDE (UPE), BCom (UPE), BComHons (UPE), MSc (UPE) Dr M C du Plessis BSc (NMMU), BScHons (NMMU), MSc (NMMU), PhD (UP) Dr K A Naudé BSc (UPE), BScHons (UPE), MSc (NMMU), PhD (NMMU) Mrs J Nel NDip (IT) (PET), BTech (IT) (PET), BScHons (UPE) Mrs M Taljaard HDE (UNISA), BSc (UOFS), BScHons (UPE), MSc (UPE), MIITPSA |
| <i>Technical – Network Administrator</i> | Mr J Rademakers NDip (Comp Data Proc) (PET), BTech (IT) (PET) |
| <i>Technical – Assistant Network Administrator</i> | Vacant |
| <i>Technical</i> | Mrs H Irvine MSCE (NT 4), MSCE (2000), MSCA (2000), MCT, A+ Technician, Network+ Technician, Microsoft Office User Specialist on Microsoft Excel & Microsoft Word |
| <i>Administrative Co-ordinator</i> | Ms D Fani BCom (IS & BM) (NMMU) |
| <i>Administrative Assistant</i> | Ms I T Teyise |
| <i>Lab Assistant</i> | Mrs M Zomba |
| <i>Administrative Assistant</i> | Mrs D E van der Walt Dip (Education) (PECE), Cert in Org and Work Study (Tech Pta) |
| <i>Missionvale Campus</i> | |
| <i>Lecturers</i> | Mrs A Esterhuyse Certified Instructor: Microsoft Office, Lotus SmartSuite, Novel/Corel WordPerfect Suite Ms N Tansley NDip (Comp Data Proc) (PET), BTech (IT) (PET), MTech (NMMU) |
| <i>2nd Avenue Campus</i> | |
| <i>Associate Lecturers</i> | Mr N Jafta BSc (IS) (NMMU) Mr M Twani NDip (IT) (NMMU) BTech (IT) NMMU |
| <i>Department of Mathematics and Applied Mathematics</i> | |
| <i>Head of Department</i> | Vacant |
| <i>Secretary</i> | Ms C Esterhuizen |
| <i>Administrative Assistant</i> | Ms V Xako |
| <i>Summerstrand Campus</i> | |
| <i>Professor</i> | Prof S Veldsman BCom (UPE), BComHons (UPE), MSc (UPE), PhD (UPE) |
| <i>Associate Professors</i> | Prof AJM Snyders BSc (Ed) (RAU), BScHons (RAU), MSc (UNISA), PhD (UPE) Prof E W Straeuli MSc (UP), DPhil (Zurich) |

Senior Lecturers

Dr S Juglal BPaed (Arts) (UDW), BAHons (Maths) (UPE), MSc (Maths) (UPE), PhD (Maths) (NMMU)
 Dr J E Maritz BSc Ed (UWC), BScHons (UPE), MSc (UPE), PhD (UKZN)
 Dr W Mbava BSc (UZ), BScHons (UZ), MSc (UZ), PhD (NMMU)
 Dr P Padayachee HED (UNISA), BSc (UN), BSc Hons (UNISA), MEd (Vista), PhD (NMMU)
 Dr M Walton BCom (UPE), BComHons (UPE), MCom (UPE), PhD (NMMU)
 Dr M Weigt BSc (US), BScHons (US), MSc (US), PhD (UCT)

Lecturers

Mr J R de Jager BSc (UPE), BScHons (UPE), MSc (UPE)
 Ms T Holtzhausen BSc (NMMU), BScHons (NMMU), MSc (NMMU)
 Mr C O Parsons BSc (UPE), BScHons (UPE), MSc (UPE)
 Mr Q N Petersen BSc (UPE), BScHons (UPE), MSc (UPE)
 Mr C J Pretorius BSc (NMMU), BScHons (NMMU), MSc (NMMU)
 Mr H Smith BSc (UPE), BScHons (UPE), MSc (UPE)
 Mr B Sokopo BSc (NMMU), BScHons (NMMU), MSc (NMMU)
 Mr T E Thelejane BSc (Unitra), BScHons (Unitra), MSc (Unitra)
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Prof J H Neethling BSc (UPE), BScHons (UPE), MSc (UPE), PhD (UPE)

Prof E E van Dyk PhD (UPE), PrNatSci, PrPhys

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Prof A Venter MSc (UPE), PhD (UPE)

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Mr J Jonker MSc (Cape Town)

Mr I Coopersamy HDE (Vista), BScHons (US), MEd (Vista), QA (City & Guilds, London)

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| <i>Associate Lecturer</i> | Mr M C Bacela BSc (Physics & Math) (Vista), BScHons (Physics) (Vista) |
| <i>Senior Technician</i> | Mr M E Claassen |
| <i>Laboratory Technicians</i> | Mr L Somdaka BSc (Physics & Computing Science) (NMMU) |
| | Mr J B Wessels NDip (Elec Eng) |
| <i>Laboratory Assistant</i> | Mr W Graumann |
| Summerstrand North Campus | |
| <i>Lecturer</i> | Vacant |
| <i>Laboratory Assistant</i> | Vacant |
| Department of Statistics | |
| <i>Head of Department</i> | Vacant |
| <i>Secretary</i> | Mrs R Vincent-Le Roux |
| <i>Administrative Co-ordinator</i> | Mrs T E Litvine |
| Summerstrand South Campus | |
| <i>Professor</i> | Prof I N Litvine MSc (Kiev State Shevchenko University), PhD (Kiev State Shevchenko University) |
| <i>Associate Professor</i> | Prof G D Sharp BScHons (RU), MSc (UPE), PhD (RU) |
| <i>Senior Lecturers</i> | Dr J Hugo MSc (UOFS), PhD (UFS) |
| | Dr V Goodall BSc (RU), BScHons (RU), MSc (RU), PhD (Wits) |
| <i>Lecturers</i> | Ms C Clohessy MSc (NMMU) |
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| <i>Lecturer</i> | Mr J M Simakani MSc (Limburgs Univ Belgium), GradDip (Stats) (Inst of Stats, London), PGDTE (UNISA), CDipAF (ACCA), CStat, CSci |
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| <i>Associate Lecturer</i> | Mr S Pazi BScHons (NMMU) |

SCHOOL OF ENVIRONMENTAL SCIENCES

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Lecturers

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Dr P Steyn PhD (UPE)

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| | Dr N A Strydom MSc (UPE), PhD (RU) |
| <i>Lecturer</i> | Mr B Smit MSc (UP) |
| <i>Senior Laboratory Technician</i> | Mr P H du Toit BScHons (UPE) |
| <i>Laboratory Technicians</i> | Ms M Hawkins BScHons (UP) |
| | Mr P Johnson |
| | Mr S Levack |

Missionvale Campus

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SCHOOL OF NATURAL RESOURCE MANAGEMENT

George Campus

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| <i>Administrative Assistants</i> | Ms K Ramoo |
| | Ms S Roets (Secretarial: Office Mgt) |
| Forestry Programme | |
| <i>Principal Lecturer</i> | Mr W J A Louw BScHons (Forestry) (US), MSc (Forestry) (US) |
| <i>Senior Lecturers</i> | Dr K Little BScHons (Geography) (UN), HDE (UN), PhD Botany (UN) |
| <i>Lecturer & Programme Leader</i> | Mr C F Pool NDip (Forestry) (PET), Cert (Labour Rel) (UP), Dip (Ter Ed) (UNISA), BTech (Forestry) (PET), MTech (Forestry) (NMMU) |
| <i>Lecturer</i> | Mr M Ramantswana NDip, BTech (Forestry), MTech <i>cum laude</i> (NMMU) |
| Wood Technology Programme | |
| <i>Lecturer & Programme Leader</i> | Mr R Müller BSc (Wood Science) (US), B Eng (Mech) (US), MSc (Wood Science) (US) |
| <i>Lecturer</i> | Mr B Muller BSc (Forestry) (US) |

Veldfire Management Programme

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| <i>Lecturer & Programme Leader</i> | Mr C F Pool NDip (Forestry) (PET), Cert (Labour Rel) (UP), Dip (Ter Ed) (UNISA), BTech (Forestry) (PET), MTech (Forestry) (NMMU) |
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Agricultural Management Programme

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| <i>Senior Lecturer</i> | Mr J W Jordaan BSc (Agric) (UFS), BScHons (Agric) (UP), Bus. & Admin. (Hons) (US), MBA (US) |
| <i>Lecturer</i> | Ms M Lehmann BScHons (Agric) (UP), MTech (Agric Man) (NMMU) |

Nature Conservation and Game Ranch Management Programme*Senior Lecturer*

Mr A G Schmidt BSc (UN), MSc (Wildlife Mgt) (UP)

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Dr J Venter Dip (Nature Cons) (TSA), BTech (Nature Const (PET), MTech (Nature Cons) (NMMU), PhD (UKZN)

Registered Entities**Telkom Centre of Excellence - Distributed Multimedia Applications Unit***Head*

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Vice-Head

Dr N L O Cowley HED (UPE), BEd (UPE), BSc (UPE), BScHons (UPE), MSc (UPE), PhD (NMMU) PMIITPSA, MICSIT, PrSciNat

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Telkom Centre of Excellence - Optical Fibre Research Unit*Head*

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Prof E E van Dyk PhD (UPE), PrSciNat, PrPhys

Centre of Expertise in Forecasting*Director*

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Centre for African Conservation Ecology*Director*

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Dr S L Wilson PhD (UPE)

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Coastal and Marine Research Institute*Acting Director*

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Deputy Director

Dr R Nel PhD (UCT)

InnoVenton and the Downstream Chemicals Technology Station

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| <i>Deputy Director</i> | Dr G Dugmore DTech Chemistry (PET) |
| <i>Acting Secretary</i> | Mrs M Frederick |

Centre for High Resolution Transmission Electron Microscopy

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| <i>Director</i> | Prof J H Neethling BSc (UPE), BScHons (UPE), MSc (UPE), PhD (UPE), MACad |
| <i>Project Co-ordinator</i> | Ms L Westraadt BSc (Physics and Appl Math) (NMMU), MSc Physics (NMMU) |
| <i>Research Associate</i> | Prof J A A Engelbrecht PhD (UPE), MACad, PrSciNat |

Sustainability Research Unit (George and Summerstrand South)

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| <i>Head: George Campus</i> | Prof C Fabricius BSc Hons (UP), MSc <i>cum laude</i> (Wits), PhD (UCT) |
| <i>Academic Staff: Summerstrand South Campus</i> | Prof J B Adams BScHons (UPE), MSc (UPE), PhD (UPE), PrSciNat |
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| <i>Administrative Assistant: George Campus</i> | Ms C Loubser |

ACADEMIC SUPPORT STAFF

ENGAGEMENT OFFICE

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| <i>Professor and Director</i> | G J de Lange BA, HDE (UPE), BAHons (UNISA), MDip (Tech Mgt) (PET), APR (PRISA) |
| <i>Secretary to Director</i> | L Weelson |
| <i>Manager: Engagement Information and Development</i> | B du Plooy NDip (PRM) (PET), BA, BAHons <i>cum laude</i> , MA <i>cum laude</i> , DLitt et Phil (UNISA) |
| <i>Manager: Co-operative Education</i> | T Dissel NDip (Log Mgt) (NMMU) |
| <i>Administrative Assistant</i> | P J Steyn |
| <i>Senior Manager: Continuing Education</i> | Y M August Dip (GN, Mid, Psych, CHN) – Charlotte Searle Nursing College in Association with UNISA, PG Dip NE (US), MBA (NMMU) |
| <i>Senior Short Course Co-ordinator</i> | J Williams NDip(HR), BTech (NMMU) |
| <i>Short Course Co-ordinator</i> | N M Domingo NDip (PRM) (Varsity College, PE), BTech (PRM) (NMMU) |
| <i>Senior Manager: Graduate and Student Placement</i> | R Rizzo NDip (HR), BAHons (Group Dynamics) (NMMU) |
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| <i>Co-ordinator: Graduate and Student Placement</i> | N L Gqirana NDip (PRM) |
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| <i>CDU Project Assistant/Administrator</i> | T Tshangela BTech (PRM) (NMMU) |
| <i>CDU Training Co-ordinator</i> | D Mattheus NDip (FA) (PET) |

HIGHER EDUCATION ACCESS AND DEVELOPMENT SERVICES

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| <i>Executive Secretary</i> | A Ownhouse BA (UPE), NDip N4 Office Mgt (Russell Road College), BAHons (NMMU) |

Centre for Access Assessment and Research

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| | U L Silo BA, BAHons, MA (Psych) (UWC) |
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| <i>Assessment Consultant: General</i> | T-A Jones B Psych, BAHons (UPE), MA (Psych) (RU), MA (Ind Rel) (NMMU) |
| <i>Assessment Practitioner</i> | M Saaïman B Psych (Couns) (NMMU) |

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(Stellenbosch University)*Secretary*

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Development*

Vacant

Office Administrator

S Milborrow

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L Smith BAHons (UPE)

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Vacant

Secretary

S Ruffer Commercial Dip (KWTTTC)

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N Nzenze STD (Griffiths Mxenge College)

Integrated Media Services

Deputy Director: Integrated Media Services

*Office Administrator
Senior Media Officer*

*Senior Graphic Designer – South Campus
Graphic Designer – North Campus
Photographer
Video Producer*

Audiovisual Technician

*Media Officer – North Campus
Media Officer – Missionvale Campus
Media Officer – Second Avenue Campus
Media Assistant – South Campus
Media Assistant – North Campus*

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L Bower NDip (Pho) (PET)
P Haussler Adv Cert in Env Control, Decentralised Mgt Certificate
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E Mtati Certificate: Video and Editing course (PETECH) Certificate: A+ Computer Reapers (Micro-graphics)
N Snyman
V Sodayisi BAHons (Eng) (Vista)
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Co-ordinator Research and Development
Co-ordinator Orientation
Assistant Co-ordinator: Orientation*

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Deputy Director: HEADS

North Campus

Senior Student Counsellor

Student Counsellor

Junior Student Counsellor

Administrative Assistant

Second Avenue Campus

Senior Student Counsellor

Student Counsellor

Administrative Assistant

South Campus

Senior Student Counsellors

Student Counsellors

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L van Wyngaardt

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E van Wyk

Senior Innovation Manager

Vacant

Intellectual Property Officer

N Patel BMedSci Hons (UKZN), MTech (DUT)

Contracts Lawyer

M J Leitch LLB *cum laude* (NMMU)

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Research Development Officer

I Khan BSc (NMMU)

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Vacant

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Senior Manager: Research &

N J Bomela BACur (UNISA), BAHons (Social Demogr), MA (Social Demogr), DPhil (Sociology) (UP)

Partnerships

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C C van Leeve NDip (IT) (UNISA)

RIMS Administrator

Vacant

OFFICE FOR INSTITUTIONAL PLANNING

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HEMIS Officer and Information Analyst

T Webb BSc (UCT)

HEMIS Officer and Information Analyst

M H Voges NH Dip (Office Adm) (PET)

Senor Statistician

Vacant

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| <i>Quality Consultant (Support Services)</i> | B Joni-Mona BComm (UWC), PG Dip (US), TQM Dip (UNISA), Adv Mgt Dip (US) |

Transformation, Monitoring and Evaluation

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| <i>Director</i> | R-A Levendal BSc, BScHons, MSc (UWC), MPhil (UPE) |
| <i>Project Co-ordinator</i> | RM Pillay BA (NMMU) |
| <i>Institutional Researcher</i> | H Mafunga PGDip (Mon and Eval) (US), HDip (Higher Ed and Training) (CPUT), BSc (Agr Econ), MSc (Agr Econ) (UFH), PhD (Agr Econ) (UFH) |

Centre for Integrated Post-School Education and Training

| | |
|---------------------------------|---|
| <i>Director</i> | I Baatjies BSc Ed (UWC), MA (Dalhousie, Canada) |
| <i>FET Researcher</i> | U Baduza BA (UWC), PG Dip (Museum and Heritage Studies) (UCT/UWC/RIM), MA (UWC) |
| <i>Administrative Assistant</i> | A Jeftha |

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|---|
| ADMINISTRATIVE AND SUPPORT STAFF |
|---|

AUDIT AND RISK MANAGEMENT*Senior Director*

R Gajjar BCom, BCom Hon (Acc) (UPE), Diploma in Advanced Auditing (National School of Accounting), CA (SA) (SAICA), Certified Risk Management Professional (Global Institute of Risk Management)

Internal Auditor and Risk Practitioners

A Hartney NDip (Int Aud) (PET), BTech (Int Aud) (NMMU)

M Labuschagne BTech (Int Aud) (NMMU), CIA, CCSA (IIA-Inst of Int Aud), CFE (ACFE – Assn of Cert Fraud Examiners)

O van Zyl BCom Hons (Natal)

CHIEF INFORMATION OFFICER*Chief Information Officer*

S M Bosire BBA -MIS (Andrews), MBA (Heriot-Watt), MPA (UFH), MCSSA, DBA (NMMU)

Executive Secretary

N Moodley Cert (PR) (PRISA-accredited – Varsity College)

Information and Communication Technology Services and Operations*Director: ICT Services and Operations*

C du Preez NDip (IT) (PET), MDP (UPE), MBIS (IT) (NMMU)

Secretary

Vacant

ICT Service Delivery Section*Deputy Director: ICT Service Delivery*

E van der Westhuizen NDip (IT) (PET), BTech (IT) (PET), MTech (IT) (NMMU)

Assistant to Deputy Director, Service Delivery

J Schaefer

Lab Co-ordinator – South Campus

J Schaefer

Senior Manager ICT: End-User Support

S S Maqoqa BCom (Vista)

Lab Co-ordinator – Missionvale Campus

T Charlie

Head: ICT Helpdesk

R Vermaak BTech (Mgt) (NMMU)

Helpdesk Assistants

F Agherdien

N Pindani

Lab Co-ordinator

S Scheepers

Senior IT Technician – Missionvale Campus

G Ludick

Senior IT Technician – 2nd Avenue Campus

B Moodalay

Senior IT Technician – South Campus

S Sauls

Senior IT Technician – North Campus

Z Abdullah NDip (IT) (PET), Dip (PC ENG) (Damelin)

IT Technicians

A Gardner

A Kase

S Naidoo

M Njokweni

M Nqeyi

R J J Page Dip (Telecom) (Telkom College)

| | |
|--|--|
| | R Pityana D Vosloo DipITNet, Cert (PC Eng) (Varsity College) |
| <u>ICT Operations Section</u> | |
| <i>Deputy Director: ICT Operations</i> | Vacant |
| <i>Senior Systems Engineer</i> | G Ownhouse BSc (UPE) |
| <i>Systems Engineer: Firewall/DBA</i> | B Smith BTech (IT) (PET) |
| <i>Systems Engineer: General</i> | Vacant |
| <i>Systems Engineer: Active Directory</i> | M de Jager NDip (IT) (PET) |
| <i>Systems Engineer: UNIX</i> | N Lubambo NDip (Com Admin), BTech (IT) (PET), MTech (IT) (NMMU) |
| <i>Systems Engineer: Email/Messaging</i> | W Cameron BAHons |
| <i>Systems Engineer: SharePoint</i> | C Robey BTech IT (PET) |
| <i>Systems Engineer: Mobility</i> | R Domingo |
| <i>Senior Network Engineer</i> | C van Zyl NDip (IT) (PET) |
| <i>Senior Telecommunications Engineer</i> | Q Booysen T2 (Telkom College) |
| <i>Telecommunications Administrative Assistant</i> | B Mpepo |
| <i>Network Engineer</i> | C Bagley NDip (Elec Eng) (PET) |
| <i>Telecommunications Engineer</i> | W Pio |
| <i>Telecommunications Assistants</i> | J Gcakasi J Madolo |
| <u>George Campus</u> | |
| <i>Senior Manager</i> | G Smith |
| <i>Systems Engineer</i> | TWS Blane |
| <i>Senior Support Technician</i> | JP Flanagan |
| <u>Information Security</u> | |
| <i>Senior Manager: Information Security</i> | R Boshoff NDip (IT) (NMMU), BTech (IT) (NMMU), MTech (IT) (NMMU), MBA (NMMU) |
| <u>Imaging/Reprographic Services</u> | |
| <i>Deputy Director: ICT Facilities Planning</i> | Vacant |
| <i>Section Head</i> | D Nefdt |
| <i>Supervisor</i> | J M van der Berg |
| <i>Receptionist</i> | T Pienaar |
| <i>Senior Photocopy Operator</i> | L F Bruintjies |
| <i>Photocopy Operators</i> | T L Bokolo C Lombard |
| <i>Senior Collator/Binder</i> | G P Jacobs |
| <i>Collators/Binders</i> | M J Bawushana Z P Soul |
| <i>Senior Imaging Administrator</i> | N Liberty NDip (FIS) |
| <i>Systems Operator</i> | C L Frew |
| <i>Imaging Assistant</i> | I Smith |
| <u>Information Systems and Development</u> | |
| <i>Director: Information Systems and Development</i> | Vacant |

Deputy Director: Project Office and ICT Quality Assurance

G J Saunders BCom (Rat), BCom Hons (UPE), MCom (UPE), MIITPSA

Blended Learning Support Systems

Senior System Engineer: Blended Learning

S Meyer NDip (Elec Eng) (PET), BTech (IT), MTech (IT) (NMMU)

Engineer: Blended Learning

K Terblanche NDip (FIS) (NMMU)

Business Analysts

Senior Business Analyst (Student Systems)

L Williams BSc (Compt Sc) (UCT)

Senior Business Analyst (Finance Systems)

W A Croucamp

Business Applications & Development

Senior Manager: ERP/MIS Development

D Els BSc Hons (RU), MTech (IT) (NMMU)

Analyst/Programmers

C Candasamy BSc (Comp Sc and Maths) (UPE)

A du Preez BTech (IT)

Vacant

Web Systems & Development

Senior Manager: Web Systems and Development

T Hilmer BSc (Wits), BSc Hons (UPE), MSc (UPE), PhD (UPE), MIITPSA

System Engineer: Web Systems and Development

R Sitshehe NDip (IT) (CPUT), BTech (Quality) (CPUT)

COMMUNICATION AND STAKEHOLDER LIAISON

Senior Director

L E Hashatse B(Journalism and Media Studies), BAHons(Rhodes), MA(Edith Cowan University)

Executive Secretary

S van der Vyver NSDip (CATE)

Marketing and Corporate Relations

Director

I P Swart BA (Comm) (UOFS), HDE (UPE)

Secretary

S Adams BHMS (NMMU)

Deputy Director: Communication

D Derry B Journ (RU), MA (NMMU)

Deputy Director: Marketing

J C R Daniels BA (UPE), BAHons (Group Dynamics) (NMMU)

Administrative Officer

Vacant

Brand Management

Senior Manager: Brand

V Bongela ND (Project Mgt) (Damelin, EL), BTech (Mkg) (NMMU)

Senior Marketing Communication Practitioner: Advertising and Branding

M Bothma NDip (PR) (PET)

Communication

Online Community Manager

B A Erickson NDip (PR) (PET)

Internal Communication Practitioner

E C de Koker BA, HED (US), BAHons MDP (UPE)

Publications Practitioner

L Sa Joe-Derrock NDip (Journ) (NMMU)

Media Manager

Z Mbabela BA (Media, Communication and Culture) (NMMU)

Events

Campus Events Coordinator

A Olivier NDip (PR) (PET), BTech (PR) (NMMU)

Campus Events Assistant

C Boukes

Student Recruitment and Marketing*Marketing Practitioners: School Leaver Market*

P B Botha NDip (Journ) (NMMU)

*Marketing Practitioner: Marketing Material
Marketing Practitioner: Events*

N Mlonzi BTech (Marketing), NDip (Marketing) (CPUT) Cert (Financial Management) BCC FET

L V Solomons BA, HDE, BA Hons (UWC)

B Piater NDip (PR), BTech (PR) (NMMU)

M Piko NDip (Journ) (NMMU), PR & Events Management (Varsity College)

Senior Marketing Practitioner: Mature and Postgraduate Market

A J Kock NDip (Mkt Mng) (PET)

Contact Centre*Manager: Contact Centre*

D Barnardo NDip (Mgt) (PET), BTech (Mgt) (NMMU)

Contact Centre Practitioners

S Booysen NDip (Mkt), BTech (Mkt) (NMMU)

S Dyolivane BA (App Comm & Mgt) (UFH)

Y Labuschagne BA (UNISA)

T Mcopela Dip (Ed) (Bellville Education College)

G Pause Dip (Ed) (Hewitt Education College)

George Campus*Manager: Marketing & Corporate Relations*

A M van Tonder BA(Languages) (UFS), BAHons (Mkt Comm) (UNISA), MPhil (Comm Man) (UP), ABMP (RAU)

Marketing & Communications Practitioner

M Tshangana NDip (Mkt) (DUT)

Arts and Culture*Senior Manager*

M Barry BA (FA), HDE (UCT), MA Ed (NMMU)

Cultural Co-ordinator

M du Preez

Cultural Officer

L Matiwane NDip (PR) (NMMU); BTech (PR) (NMMU)

Archives and Exhibitions*Curator*

C Grobler Dip(Bib) (Stell)

Student Assistants

N Ntengenyana Cert. (PR Practise) (Boston College) NDip (PRM)(NMMU)

D Ralarala BA(General)(NMMU)

ESTATE AND FACILITIES MANAGEMENT*Senior Director*

Mr R Du Plessis Hons(Mech) BEng (Aeronautical) (Stell), MEng(Mech) (PTA), Pr Eng, GCC (Mech Eng of Factories)

Executive Secretary

N Jacobs-Stokwe Cert.HRFM (Rhodes University), ILP (NMMU Business School), Protocol Int.Cert. (EU International School of Protocol)

Infrastructure Services and Sustainability

| | |
|--|---|
| <i>Director: Infrastructure Services and Sustainability</i> | G J Ducie MCom (NMMU), BCom (UNISA), BTech (TRP) (UJ) |
| <i>Secretary</i> | Vacant |
| <i>Deputy Director: Infrastructure Services and Sustainability</i> | G T Gouws NDip (Arch) (PET) |
| <i>Manager: Planning and Projects</i> | R Thomas |
| <i>Section Head: HEMIS & Space</i> | T Ebel |
| <i>Construction Project Manager</i> | G Smit |
| <i>Construction Project Manager</i> | Vacant |
| <i>Technician Architectural Services</i> | A Keyter |

Horticulture Services

| | |
|--|---------------------------------------|
| <i>Senior Manager Horticulture</i> | E Storm ND (Horticulture) (Cape Tech) |
| <i>Horticultural Services: Senior Horticulturist</i> | S A de Villiers BSc (Agric) (US) |
| <i>Nature Reserve Ranger</i> | C Breedts ND (Forestry) (PET) |

Maintenance Services

| | |
|---------------------------------------|---|
| <i>Director: Maintenance Services</i> | M Syce NHD (Arch) (CPUT), MSc (BE) (Fac Man) (UPE), Pr SArchT, MSACAP, MSAIAT |
| <i>Secretary</i> | J Kannemeyer ND (PR) (PET) |
| <i>Maintenance Planner</i> | B Goliath ND Logistics (Unisa), Dipl. Project Management (Varsity College PE), PPM (UP), SAMTRAC Cert (NOSA), Quality Specialist ISO 9001 cert (SABS) |
| <i>Section Head Administration</i> | C Barnardo |
| <i>Administration Assistants</i> | E Louw |
| | B van Rensburg |
| <i>General Assistant</i> | N Mqikela BSc (Chemistry) (Vista) |

Engineering Services

| | |
|--|--|
| <i>Deputy Director: Engineering Services</i> | P Peters Gov Cert of Competency (Mech & Elec), ND (Elec Eng), ND (Mech Eng), BTech (BA), MBA (NMMU) |
| <i>Manager: Engineering Services</i> | G Petro ND: EEH (Western Province Technical College), Advanced Diploma in Project Management (Damelin), BComHons (University of Western Cape), MBA (University of Stellenbosch (Business School) |
| <i>Chief Artisan: Electricity, Air Conditioning, Refrigeration</i> | J Ferreira |
| <i>Senior Electrician</i> | D Goosen |
| <i>Chief Artisan: Electrical, Mechanical</i> | I Kleyn |

Building Services

| | |
|---|---|
| <i>Deputy Director: Building Services</i> | S Agherdien Ince BSc (Con Studies), BScHons (CM) (NMMU) |
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| <i>Manager Building Services</i> | H Minnaar |
| <i>Administration Officer</i> | C Perrow BA (Ed) (Vista), BTech (Bus Admin) (NMMU) |
| <i>Administration Assistant</i> | C Kayser |
| <i>Campus Supervisor – Missionvale Campus</i> | E Mqgolozana Snr Teacher's Dip (Algoa College of Educ) |
| <i>Chief Artisan: Carpentry</i> | R Landsberg |
| <i>Chief Artisan: Plumbing and Bricklaying</i> | Vacant |
| <i>Chief Artisan: Locksmith, Signage, Painting and Carpentry</i> | W Vorster |
| <i>Artisan Assistant</i> | A Mantile |
| <i>Artisan Assistant Electrical</i> | E Windvogel |
| <i>Artisan Assisat</i> | S Mtakati |

Protection Services

| | |
|---|--------------------------------|
| <i>Deputy Director</i> | D Huebsch NDip (Pol Adm) (TSA) |
| <i>Senior Protection Services Officer</i> | B Nobadula |
| <i>Assistant Electronic Systems Officer</i> | R T Gallant |
| <i>Site Controllers</i> | G Beer |
| | M Maqude |
| <i>Electronic Security Systems Controller</i> | T Zeelie |

Traffic and Parking Services

| | |
|-------------------------------|------------|
| <i>Senior Traffic Officer</i> | J de Lange |
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Support Services

| | |
|------------------------------|---|
| <i>Director</i> | R V Marlow |
| <i>Secretary to Director</i> | S Marwayi NDip (Off Mgt & Tech), BTech (Mgt) (NMMU) |

Catering Cleaning and Commercial Services

| | |
|---|------------------------------|
| <i>Senior Manager</i> | N Brown NDip (Mkg Mgt) (PET) |
| <i>Administrative Assistant</i> | K Botes |
| <i>Meal Management System Administrator</i> | Vacant |
| <i>Service Controllers</i> | P Cakwebe |
| | V Woli |

Support Services Co-ordinators

South Campus

| | |
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| <i>Support Services Co-ordinator</i> | E Pillay |
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North Campus

| | |
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| <i>Support Services Co-ordinator</i> | R Japtha NDip and BTech (Mgt) (NMMU) |
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Missionvale Campus

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| <i>Support Services Co-ordinator</i> | T Niemand NDip (Pers Mgt) (PET) |
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2nd Avenue Campus

| | |
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| <i>Support Services Co-ordinator</i> | D Myataza |
| <i>Meal Management System</i> | Vacant |

Events*Manager*

F Bada

Conference and Hospitality Coordinator

V Mtshake BA Media Communication and Culture (NMMU)

Postal Services*Senior Manager*

J M M Nothnagel

Supervisor Courier and Despatch

S Sigcu

Supervisor: Collections and Delivery

A Denakie

Supervisor: North Postal Hub

S Q Erasmus

Supervisor: Missionvale Postal Hub

M J Saunders

Despatch Officer: Mail and Faxes

X E Adams

Despatch Officer: Mail and Faxes

S A Leander

Despatch Officer: Courier

T Jegels

Despatch Officer: Courier

L van As

Mail Handlers

A Brown

C Daniels

N S Kosi

B Kramer

P Mdila

E Plaatjie

R Domingo

*Drivers*Safety, Health and Environment*Senior Manager*

Vacant

Health and Safety Officer

Vacant

Operations George Campus*Director: Operations*

M Loubser LLM (US)

Secretary

R Kuschke NDip (Occ Therapy) (UP)

FINANCE DIVISION*Executive Director: Finance*

M R Monaghan BCom (UPE), BComHons (UNISA), Professional Accountant (SA)

Personal Assistant

D Harris ND (Bus Man) (Tech (Free State))

Management Accounting Department*Director: Management Accounting (Acting)*

N C Tsita Cert (Higher Educ Mgt) (Wits), BCom (WSU)

Financial Assistant: Management Accounting

SK Perrow NDip (Mgt) (NMMU)

Deputy Director: Budget & Financial

W C Leander BCom (UWC), BComHons (UNISA), Professional Accountant (SA)

*Management Information**Deputy Director: Faculty Accountant*

I McLaren BComHons, HDE Postgrad (UPE), MBA (PET), PhD (NMMU)

Senior Manager: Salary Budget Analyst

L van Willing BCom (UNISA)

Deputy Director: Costing

N C Tsita Cert (Higher Educ Mgt) (Wits), BCom (WSU)

Operational Finance Department*Senior Director: Finance**Director**Personal Assistant**Deputy Director**Senior Manager: VAT**Accountant 3rd Stream Income**Accountant Accounts Payable and Systems Manager**Accountant NMMU Trust**Assistant Accountant Ad Hoc Payments**Assistant Accountant Accounts Payable**Senior Creditors Officer**Accounts Payable Officers**Financial Officers: Creditor Reconciliations**Financial Officers: Ad-Hoc Payments**Financial Officer: GL Journals**Financial Officer: Business School**Financial Officers: Research and Projects**Senior Bank Reconciliation Officer**Bank Reconciliation Officers**Senior Manager Payroll**Senior Salary Officers**Salary Officers**Deputy Director: Procurement and Assets**Senior Assets Controller**Senior Controller Stores**Accountant: Assets and Stores**Manager Procurement**Senior Buyer**Buyers*

J Wasserman NH Dip (Cost Acc) (PET), PA (SA)

M Jogee-Jamal BComHons(UPE),CA(SA)

C E de Wet

H Mouton BCom (UPE)

S Hardiman BCom (UPE)

R van Onselen BComHons(UPE)

F van der Merwe BCom (UPE)

D van der Berg

M Slabbert NDip (CMA) (PET)

S Boniwe NDip (Int Audit), BTech (Log) (NMMU)

N C Xotyeni BCom (UPE)

N V Mti NDip (IT), Cert (Bookkeeping to Trial Bal)

D du Preez

E Claasen

T Heunis BTech (Management) (NMMU)

Z Nordien

S Roux

M Wippenaar

F Bruce

C Davids

S Mhambi NDip(FIS)(PET)

B Barnard

Vacant

S Mkumbeni

M Gongxeka

M Vuma

A Botha BA (UPE)

R Kirby

C B Mkuhlu NDip (CMA) (UJ)

A Chamberlain

L Botha

NE Matyholweni

D Minnie

A Ramji NDip (Fin Acc) (TSA), Adv Cert Ta (RAU)

D Hickman-Davis

B Kapp

S Teubes

J Arthur

C Moodaley

S Netnou BCom, MA (Dev Stud) (NMMU)

M Young

J Jacobs Dip (Purch) (PMS)

H O Bezuidenhout (LCIBM)

Vacant

S Cameron BCom (NMMU)

T Balakistnen (Comm Admin)

Vacant

D Wasserfall NDip (Inv & Stores Mgt)

J Bosch NDip (Text Des)

M Bosch NDip (Exec Secr)

B Booysen Dip (Logistics)

C Jewnarain NDip (Ed)

W Kleinbooi NDip (Logistics)

Y Kock NDip (Logistics)
A Muller NDip (Anal Chem), BTech (Log)
R Somiah

Revenue Management

Director

K A Scholtz NDip (Cost Acc) (PET), PA (SA)

Personal Assistant

Deputy Director: Student Accounts

Deputy Director: Financial Aid

A Hendricks
H van Eck
W Muller ND (Pub Admin), NHD (Pub Mgt) (PET),
Cert (Adv Mgt) (US)
R van Wyk ND (Mgt) (NMMU)
K Warneke BCom (Ind Psych & Bus Man)
BComHons (Ind Psych)(NMMU)), MCom (Ind
Psych) *cum laude* (NMMU)

Manager: Debt Recovery

Manager: Financial Aid

Head: Student Accounts

Systems Administrator: Student Accounts

Senior Financial Officers: Student Accounts

M van Wyk
S van der Riet
R Griffiths
E Lambrechts ND (Home Econ) (Wits Tech)
N Motoboli NDip (Com Adm) (PET), NDip
(CMA) (NMMU)

Senior Financial Aid Officers; Financial Aid

Vacant
S Madatt
R Agherdien NDip (Man Assistant) (PECE)

Financial Officers: Student Accounts

M Bernardo
G Groener
V Gxoyiya-Maneli
W Kritzing
M Mauritz BA, BAHons(Group Dynamics)
(NMMU), PG Cert (Archival Studies) (Unisa)
A van Huyssteen

Financial Officers: Debt Recovery

L Witbooi

Y Hamilton

M Kitching

Financial Officers: Financial Aid

R Arends ND HRM (Varsity College)

A Booysen

J Botha ND Exec Secr (PET)

B Tshamlambo NDip HRM (NMMU), BTech
(Management) (NMMU)

Y Beta BCom (Vista)

K Hendricks

Financial Aid Clerks

N Gaiyiya ND Com Admin (NMMU)

Y Ferreira ND (Mgt), BTech (Mgt) (NMMU)

S Douw PTD (Dower College), CJFI (UJ)

Financial Officers: Accounts Receivable

C Ball

D Croucamp

Cashier Supervisor

J Cain NDip (Mgt) (NMMU), BTech (Mgt) (NMMU)

Cashiers

L Bacon

E Ritzenberg

L Shauza NDip (HR) (NMMU)

L Sishuba NDip (Mgt) (NMMU)

M Bouw

S Ajam NC Banking (Bankseta)

GEORGE CAMPUS

Campus Principal

Prof Q Johnson B.Sc, HDE (UCT), BScHons,
MSc., PhD (UWC), TGMP (Harvard)

| | |
|--|--|
| <i>Personal Assistant</i> | L Muller |
| <i>Director: Operations</i> | M Loubser LLM (US) |
| <i>Secretary</i> | R Kuschke NDip (Occ Therapy) (UP) |
| <i>Senior Manager: Academic Administration</i> | D F Alexander NDip (PA), NH Dip (PMA) (PET), MPA (UPE) |
| <i>Co-ordinators: Academic Administration</i> | M J M Eybers NDip (Pub Mgt) (PET) E Labuschagne NDip (Com Admin) (TechPTA) |
| <i>Admissions Officer</i> | N du Plessis |
| <i>Examinations Officer</i> | D E Scholtz BAEd (UPE) |
| <i>Manager: Marketing and Corporate Relations</i> | A M van Tonder Adv Cert (Proj Mgt) (UP), BA (Lang) (UFS), BA Hons (Mkt Com) (UNISA), MPhil (Com Man) (UP), ABMP (RAU) |
| <i>Marketing & Communication Practitioner</i> | P B Botha NDip (Journ) (NMMU) |
| <i>Deputy Director: Higher Education Access and Development Services</i> | Vacant |
| <i>Sport Manager</i> | H Loubser BA (Phys Ed) (US), BA Hons (Group Dynamics) (NMMU) |
| <i>Senior Manager: Student Affairs</i> | S Ramoshaba BA, BAHons, HED (UniN), Dip (CRMJ) (RAU), ND (Law), BA Hons (UJ) |
| <i>Manager: Student Housing</i> | V Gozongo BTech (Edu Mgt) (Pen Tech) |
| <i>Administrative Assistant</i> | I Joshua |
| <i>Campus Accountant</i> | S K Swigelaar BTech (CMA) |
| <i>Senior Administrative Officer: Finance</i> | E Rhode NDip (Mgt) (NMMU) |
| <i>Logistics & Reprographic Controller Co-ordinator</i> | V Meyer |
| <i>Technical and Protection Services</i> | C Booysen |
| <i>Senior Manager: ICT Services</i> | G Smit |
| <i>ICT Services: IT Systems Engineer</i> | T Blane NDip (Inf) |
| <i>Receptionist/Cashier</i> | W Venter NDip (Tourism Mgt) (CPUT), BTech (Tourism Mgt) (NMMU) |
| <i>Event Manager</i> | M Pretorius MBA(MANCOSA), NDip (Tourism) (Damelin), MBA (Foundation Prog) (MANCOSA) |
| <i>Maintenance Officer: Buildings</i> | M Gouws |
| <i>Maintenance Artisan Maintenance Services</i> | G D Lourens |
| <i>Artisan: Maintenance</i> | J Kerspey |
| <i>Artisan: Maintenance</i> | G Kiewiets |
| <i>Senior Campus Control Officer</i> | R van Zyl |
| <i>Clinic Sister</i> | M Kock Adv Dip (Comm Nursing) (PUCHO) |
| HIV & AIDS RESEARCH UNIT | |
| <i>Director</i> | Dr R C Kalenga Dip (Teaching) (Kwame Nkrumah/Zambia), ACE-Maths, Hons Ed (Teaching & Learning) (Potch), MEd (Educ Psych), PhD (Educ Mgt) (NWU) |
| <i>Secretary</i> | A van der Merwe BA (UOFS) |
| <i>Senior Researcher</i> | Vacant |

HUMAN RESOURCES*Executive Director: Human Resources*

V Ntoza Bam MBL (UNISA); BSocSc (Economics, Public Admin) (UCT), PGDip (Employment Law, Social Security) (UFH)

Personal Assistant

Vacant

Senior Director : Organisational Development

Vacant

Organisational Development Consultant

A Ndung'u BAHons, MCom (LR & HR), LLM (Labour Law) (NMMU)

OD Project Manager

A Retief BAHons (Rhodes)

Director: Employee Relations

S Hlohlolo BA Hons (IR) (UDW)

Employee Relations Specialist

E Khomo MA (Dev Studies) (NMMU), Dip (Labour Law) (GIMT)

Deputy Director: HR Development and Organisational Development

L S T Doria MA (NMMU), BAHons (NMMU), BAdmin (UNISA), NHDip (Prod Mgt), NDip (Org & Work Study), RPP, MIPM

Employee Relations and HR Co-ordinator

T Peerbhai

HRD Co-ordinator

L Redcliffe BTech (HRM) (NMMU)

HRCM Co-ordinators

T Pyne

HR Admin Assistant

N A Somana BTech (HRM) (NMMU)

HR Equity Manager

A Chase

Deputy Director: HR Specialised Services

V J Madwayi NDip (HRM), BTech (HRM) (PET)

HR Consultants

J Strydom NH Dip (Pers Mgt) (PET), RPP

F Grimsel NDip (HR), BTech (HR) (NMMU)

N Nokwe

S A Seale Dip (Pers Mg) (IPM)

N Tsotsobe NDip (Pers Mg), BTech (Bus Admin)

I Tserpelis BA (UPE), BA Hons (UNISA)

*Deputy Director: HR Strategic Projects and HRMIS**Senior Business Analyst: HRMIS*

G L Steenberg BSc (Comp Sc & Stats) (Vista), BTech (IT) (NMMU)

HRMIS Analyst and Web Administrator

B McGuire

HRMIS Administration Supervisor

B Nell

HR Administrators

R Bruintjies BA, BAHons (Soc) (UPE)

S Kameni NDip (Pub Mgt), BTech (Pub Mgt) (NMMU)

L Kondile BA (NMMU)

Filing Assistant

G Ndoni

Leave Consultant

J Hattle

Leave Administrator

E Vosloo NDip (HRM), BTech (HRM) (NMMU)

Director: Remuneration and Budgets and HR Operations

B Sampson GRP BA (Psych) (NMMU), PG Dip (Financial Planning) (NMMU)

Remuneration and Budget Administrator

U Leeson BTech (HR), GRP

LIBRARY AND INFORMATION SERVICES*Director*

R Pearce LDLS(SAILIS), Cert.Customer Serv. Excellence, BBibl, HonsBibl, M Info Sc (UNISA)

Secretary

N Lindoor NDip (Secretarial: Office Administration) (PENTECH)

Financial Officer

Z Ajam NDip (PET)

South Campus*Deputy Director: Bibliographic Services**Senior Librarian: ERM**Senior Librarian: Cataloguing**Librarians: Cataloguing**Librarian: Pre-Cataloguing**Librarians: ERM**Senior Librarian: Acquisitions**Librarian: Monograph Acquisitions**Assistant Librarian: Orders Monographs**Assistant Librarian: Serials Orders**Library Assistant: Receipts Serials**Library Assistant: Receipts Monographs**Library Attendants: Processing**Deputy Director: Circulation Services**Senior Librarian: Circulation**Librarian: ILL**Assistant Librarian: ILL**Library Assistant: IBL**Librarian: Customer Services**Library Assistants: Circulation**Library Assistants: After hours**Library Assistant: Photocopier, Cash Officer**Library Assistants: Multimedia**Co-ordinator: Shelving**Shelver/Messenger**Shelvers*

N Bell, BTech (LIS) (UNISA), HONS BINF (UNISA), PGDip (Arch) (UNISA)

E Crous BA (US)

P Nongxa-Tokoyi BTech (LIS) (UNISA)

P Mlumbi BBibI (LIS) (UWC)

P Sekhabi NDip (LIS) (TUT)

B Sithetho NDip (LIS) (CPUT)

P Tube BTech (LIS), BAHons INF (UNISA)

V Bussy BA (Translation) (RU), Communications (PET)

M Bubb NDip (Info Science) (UNISA)

P Mhlomeli BTech (LIS) (UNISA)

A Human, BA (UPE), BBibI Hons (UNISA), STD (UPE), HDL (UP)

R Abrahams NDip (Admin Mgt: Finance) (UNISA)

S Share

K van der Westhuizen

Vacant

N K Penny

L Matabeni BBbl (UFH)

N G Mlambo

Z N Makrwele Primary Teacher's Cert, Dip (Sec Educ), BA (Ed), PG Dip (Library Studies) (UNITRA), M (LIS) (Natal)

M M du Plessis NDip (LIS), BTech LIS (PET)

L C Ngabase NDip (LIS) (PET), Programme in Business Management (UNISA)

Z Bob BAHons (UPE)

J V Buchner

B B B Ntsiko Cert (Ess of Strat Mgt) (RU), NDip (LIS) (PET), MA (Dev Studies) (NMMU)

P Kuse NDip (HR) (NMMU)

X G Mafana

S Nyaningwe NDip (Educ), BEdHons (UPE), MEd (NMMU), B Info (UNISA)

T M Solundwana

F Hendricks

L Mlumbi

R Peters

E Plaatjies

W Scheepers

X Martin NDip (HR) (NMMU)

V Khumalo

M Coates BA Psych (NMMU), BAHons (English) (NMMU), Programme in Archival Studies (UNISA)

P C Malahle

S Magopeni

C Marais

M Ntantiso

| | |
|---|---|
| <i>Deputy Director: Information & Training</i> | Vacant |
| <i>Senior Librarian: Science</i> | D Gerber NDip (LIS), BTech (LIS) (PET), HON INF (UNISA) |
| <i>Senior Librarian: Training & Faculty Librarian: Education</i> | M Ward BBibl Hons (UFH), MA (Rostov State Univ, Russia) |
| <i>Faculty Librarian: Arts</i> | J Esau BTech (LIS) (PET) |
| <i>Faculty Librarian: Business & Economic Sciences</i> | G V Mhlontlo BTech (LIS) (PET) |
| <i>Faculty Librarian: Health Sciences and Music</i> | M J Clare HPTD (GTC), NDip (LIS), BTech (Lib & Inf Prac) (PET), BA (UPE) |
| <i>Faculty Librarian: Law</i> | D Prinsloo BA (RU), HDLS (UNISA), MA (NMMU) |
| <i>Librarian: Training</i> | H van der Sandt BBibl (US) |
| <i>Information Librarian</i> | Vacant |
| <i>Assistant Librarian Information Services</i> | I J Samuels |
| <i>Library Assistants: After hours</i> | T Hermanus |
| | Vacant |
| <i>Deputy Director: Library Information Systems and Digital Applications</i> | E Burger NH Dip (Tech PSE) (PET), BAHons (UPE), HDLS (UOFS) |
| <i>Senior Librarian: Systems</i> | M D Minnaar BA (UCT), HDL (Natal) |
| <i>Web Administrator</i> | B Ngxila NDip (IT) (SD) (NMMU) |
| <u><i>Business School</i></u> | |
| <i>Librarian: Business School</i> | P Nyokwana NDip (LIS) (NMMU) |
| <u><i>Second Avenue Campus</i></u> | |
| <i>Branch Librarian</i> | D Dos Santos BBibl (UFH), PDIM (UJ), MDP (NMMU Business School), MPhil (Conflict Transformation and Management) (NMMU) |
| <i>Senior Librarian: Circulation</i> | C C Mlahleki BTech (LIS), BTech (Quality) (PET) |
| <i>Information Librarian</i> | N Bavuma NDip (LIS) (PET), Cert (Archiv Studies) (UNISA) |
| <i>Library Assistants: Circulation</i> | S N Faku |
| | D Liebenberg Silwood Kitchen Cordon Bleu Grande Diploma |
| | H Spamer Educ Dip (BOK) |
| <i>Library Assistant: After hours</i> | Z Nombande |
| <u><i>George Campus</i></u> | |
| <i>Branch Librarian</i> | N Mtshizana BBibl (Hons) (UWC), Cert: Train the trainer (CPUT), Cert: Next Generation Library & Information Professional (UP) |
| <i>Librarian</i> | L Magoso BBibl (Hons) (UKZN) |
| <i>Assistant Librarian</i> | M Luyenge B (LIS) (WSU) |
| <u><i>North Campus</i></u> | |
| <i>Branch Librarian</i> | J J Havemann Dip (Prim Teaching) (DTC) |
| <i>Faculty Librarian: Engineering, the Built Environment & Information Technology</i> | Ms F Nombande BA (UPE), HON INF (UNISA) |
| <i>Information Librarian</i> | Vacant |
| <i>Library Assistants: Circulation</i> | A J W Matroos |

*Library Assistant: Multimedia
Shelver*

Missionvale Campus

Branch Librarian

Faculty Librarian: Extended Programmes

Librarian: Information

Library Assistants: Circulation

Shelver

Library Assistants: After hours

B Poswayo
R van Niekerk
S Kolver
Vacant

L Reid NDip (IT), PGDip (Arch) (UNISA) (UFH)
M Breda NDip, BTech (PET), BAHons (UNISA)
K P Ngcuka NDip (LIS) (PET)
F Bruce NDip Management (NMMU)
A Kriga
E B Reid
M Ndabeni
Vacant
S Grootboom BAdmin (HR) (NMMU)
N Keseni BAdmin (NMMU)
S Ngqezana Cert Marketing Management (PE College)

MISSIONVALE CAMPUS

Campus Director

Personal Assistant

Manager: Operations Missionvale Campus

*Manager: Marketing and Communication
Liaison*

Information/Receptionist

Campus Driver

Dr P Ntshongwana Dip (Trans Justice) (UCT),
MA (Int Rel) (Commonwealth Univ, UK), MSc (Intl
Dev) (Bath Univ, UK), DPhil (Social Policy)
(Oxford Univ, UK)
G E Slabbert NDip (Mgt)
S Hoyi BA (Vista), NDip (HRM) (PET), BA Hons
(NMMU)
K Manzini BSocSci (UCT)
B Christians
G Mlonzi

NMMU ALUMNI RELATIONS

Director & Alumni Association Secretary

President of Alumni Association

Alumni Relations Co-ordinator

Alumni Administrative Officer

*Alumni Relations Projects Officer and
University Shop Manager*

P Geswindt BComEd (UPE), BComHons (UNISA),
PGDE, MA (NMMU)
R Jonas BA (UWC), HDE, BAHons (UNISA), MA
(UPE), DPhil(NMMU)
S Petersen BA (Psych), BAHons (NMMU)
L Hendricks NDip (Journ), BTech (Journ) (NMMU)
Vacant

NMMU TRUST

Managing Executive: Business Development

Executive Manager: Commercial Enterprise

Personal Assistant

Researcher

Business Development Officer

Legacies and Events Officer

R Affat BJuris, LLB
S Abrahams
J Bezuidenhout BTech (Mgt) (NMMU)
N Dunn BSocSci Hons (Development) (UCT)
B Yaya (BA in Public Relations and Diploma in
Marketing and Business Management)
S Gerber BComHons (Bus Mgt)

OFFICE FOR INTERNATIONAL EDUCATION*Senior Director*

N J Jooste BA (UP), BA Hons (UFH), MA (RAU), PhD (UFS)

Senior Manager: International Student Administration

T Moodien BTech (Bus Adm) (PET), MBA (NMMU)

Manager: Internationalisation at Home and Research

S Heleta BA (SJU), MPhil, DPhil (NMMU)

Manager: International Student Finance

B Sanderson

Manager: International Partnerships

Vacant

Study Abroad Co-ordinator (Europe and other countries)

J Mentor BTech (Travel and Tourism Mgt) (NMMU)

Study Abroad Co-ordinator (USA)

M Ndwayana BTech (PRM) (NMMU)

Public Relations, Events and International Visitors Co-ordinator

J Wagenaar BTech (PRM) (NMMU)

International Student Administrator

M Connelly

Postgraduate International Student Administrator

N September

Information Centre Co-ordinator

Vacant

International Student Accounts Finance Officer

J Bezuidenhout BTech (CMA) (NMMU)

International Student Accounts Finance Officer

A Koeberg BCom (Acc) (NMMU)

International Student Administrator

A Tele NDip (Off Mgt & Tech), BTech (HRM)

Data Capturer

M Sakata

Marketing and External Communications Co-ordinator

A Swanepoel NDip (PRM) (PET), Assoc in Mgt Progr (UCT GSB)

Short Programme Co-ordinator

C Dullisear BA (MCC) (NMMU)

Outgoing Study Abroad Co-ordinator and Assistant Short Programme Co-ordinator

J van Rensburg BCom (Acc) (NMMU)

English Programme Co-ordinator

K Smith BA Hons (Hull), PG Cert (Manchester Met)

Digital Media Co-ordinator

C Allen NDip (Graphic Design) (PET)

REGISTRAR'S DIVISION**Academic Administration***Director: Academic Administration*

T T Kungune Cert in Ed (UZ), Cert (Mgt Prac), Cert (HR & IR) (RU), NCert (Mkg), Proj Mgt (PET), Cert (HE Mgt) (Wits)

Secretary

J C Olivier

Admissions Section*Senior Manager: Admissions*

Z Mbuli BA (UNISA)

Manager: Undergraduate Admissions

M Calitz BA, BAHons (UPE)

Manager: Postgraduate Admissions

J Kakembo NDip (Com Admin), MA (Dev Stud) (NMMU)

Senior Admissions Officers

J Messiah NDip (Off Mgt and Tech) (PET)

V Njamela BA, BA Hons (UPE)

Admissions Officers: Undergraduate

N Bain

N Dara BA (UPE)

N Draai BA (Admin) (UPE)

E du Preez BA (Psych) (NMMU)

SG Mabulu BTech (Pub Admin) (PET)

NP Mwanda

*Admissions Officer: Postgraduate
Assistant Admissions Officers*

F Ncube BA (NMMU)
L M Pattinson BA(Psych), BAHons(Psych) (NMMU)
M N Sipamla BA (UPE), BAHons (NMMU)
V Whitebooi NDip Management (NMMU)
H Mzingelwa NDip (HR) BTech(HR) (NMMU)
S Mejanie
Z Ramncwana JPTD (Algoa College)
S Naidoo
F Qangule NDip Commercial Admin(PET), BAHons
(Group Dynamics) (NMMU)
N Sihlobo
Y Koom
T Majola

Examinations Section

Deputy Director

*Manager: Examinations
Senior Examinations Officer*

*Postgraduate Examinations Officer
Examinations Officers*

C L van Heerden NDip (Bus Comp), BTech (Bus
Adm) (PET), MBA (NMMU)
H du Toit BA (RAU)
N Fumba Dip (Bus Man) (UFH), NDip (Com Adm)
(PET)
W Mohamed NDip (HRM), BTech (HRM) (NMMU)
J Bosman
J R de Lange
M W Hendricks
M Kemp
B Kritzinger
N Maneli NCert (Off Mgt) (PET)
M Mlisana NDip (FIS) WSU
V Mjuza NDip (CMA) (NMMU)
J Roth BA(NMMU) BAHons (NMMU) MA (NMMU)
C Scholtz NCert (Secr) (PET), Dip (Mgt) (NMMU)
A Tessner
M S Tukela BCom (Law) (NMMU)

Faculty Administration and Timetabling Section

Deputy Director

H Erasmus BA (UPE)

Faculty of Arts

Senior Manager: Faculty Administration

N J Kato NDip (Com Adm), BTech (Com Adm)
(PET), BTech (HRM) (NMMU)

South Campus

*Manager: Faculty Administration
Faculty Administrators*

D Nzioki BA (UPE), BAHons (NMMU)
N Azem NDip (Off Mgt & Tech), BTech (Mgt),
NDip (HRM) (NMMU)
N Jela NDip (Marketing) (NMMU)
N Mngonyama NDip (Pub Man & Admin), BA
Hons (NMMU)
N Nzuzo BSocSc (UCT), MPA (NMMU)

Faculty of Business and Economic Sciences

Senior Manager: Faculty Administration

Z Slabber BA, BAHons (UPE)

2nd Avenue Campus

Manager: Faculty Administration
Faculty Administrators

A Smith BCom (NMMU)
S Xolani
M Mazinyo BA (UPE), BAHons (NMMU)
F Ngubo NDip (Com Adm) (PET)

South Campus

Manager: Faculty Administration
Faculty Administrators

T B Jonono BCom (Vista), Dip GenN & Midw
DipOp ThN(SANC)
N Bulembu BCom (Vista)
M Klaas NDip (Office Management and
Technology) (NMMU)
S Maswana NDip (Com Adm) (PET), NDip (CMA)
(NMMU) BAHons (NMMU)
J van Zyl

Missionvale Campus

Faculty Administrator

D Gert

Faculty of Education

Senior Manager: Faculty Administration

R Jappie NDip (Bus Comp) (PET), BTech (Mgt),
BAHons (Group Dynamics) (NMMU)

South Campus

Manager: Faculty Administration
Faculty Administrator

R Salie NDip (Mgt) (NMMU)
J Hay

Missionvale Campus

Faculty Administrator

D Gert

Faculty of Engineering, the Built Environment and Information Technology

Senior Manager: Faculty Administration

R Jappie NDip (Bus Comp) (PET), BTech (Mgt),
BAHons (Group Dynamics) (NMMU)

North Campus

Manager: Faculty Administration
Faculty Administrators

J Dorothy NDip (HRM) (PET)
J Ah Tow BCom (NMMU), BCom Hons (Business
Management) (NMMU)
H Boshoff BEd (FP) *cum laude* (NMMU)
V T Mbola NDip (Mgt) (NMMU)

Faculty of Health Sciences

Senior Manager: Faculty Administration

N J Kato NDip (Com Adm), BTech (Com Adm)
(PET), BTech (HRM) (NMMU)

South Campus

Manager: Faculty Administration
Faculty Administrators

N Isaacs NDip (HRM) (PET)
M Afrikaner NDip (Com Adm) (PET), BTech (Mgt)
(NMMU)
V Heunis NDip (Office Mgt & Tech) (PET)
H Levack NDip (Office Mgt & Tech) (NMMU)

Missionvale Campus

Faculty Administrator

D Gert

Faculty of Law

Senior Manager: Faculty Administration

Z Slabber BA, BAHons (UPE)

South Campus

Manager: Faculty Administration
Faculty Administrator

N Terblanche NDip (Bus Comp) (PET)
 D Billie NDip (Com Adm) (PET)

Faculty of Science

Senior Manager: Faculty Administration

N J Kato NDip (Com Adm), BTech (Com Adm) (PET), BTech (HRM) (NMMU)

South Campus

Manager: Faculty Administration
Faculty Administrators

L Roodt BCom (NMMU)
 F Claassen
 Y Tembo

Central Timetabling Office

Manager

R Booysen NDip (Com Adm), BTech (Post-School Edu) (PET)

Timetable Administrators

P S Hobana
 P V Maseti Cert (Bus Mng) (ELC), NDip (Mgt) (NMMU)
 M C Mkondwana NDip (Com Adm) (PET)

Student Systems and Records Section

Deputy Director

J Harris

Senior Manager: Student Systems

V Robberts

Student System Administrators

M Muller NDip (Off Mng & Tech), BAHons (NMMU)

M Naidoo NDip (Off Mng & Tech) *cum laude* (NMMU)

Manager: Student Records

S September NDip (Mgt), BTech (Mgt) (NMMU)

Student Records Officers

S Maneli BCom (UNISA)

N Seedat BCom (UPE)

Senior Student Information Officer

B Brikkels

Student Information Officers

M Abrahams

K Dikeni

L Kuscus

Academic Administration: George Campus

Senior Manager: Academic Administration

D F Alexander NDip (PA), NH Dip (PMA) (PET), MPA (UPE)

Co-ordinators: Academic Administration

M J M Eybers NDip (Pub Mgt) (PET)

E Labuschagne NDip (Com Admin) (TechPTA)

Admissions Officer

N du Plessis

Examinations Officer

D E Scholtz BAEd (UPE)

Governance Administration

Deputy Director

T-L Viviers BA, BAHons (UPE)

Administrative Coordinator

R du Preez NDip (Management) (NMMU)

Committee Secretariat Services

Manager

C Lategan BCom (UWC), BComHons (UNISA)

Committee Officers

E Bardien NDip (HRM) (NMMU)
 C de Lange NCert (Off Mgt & Tech) (NMMU)
 N Hobana
 S Patel NDip (PR Man) (UNISA)
 U Spies NDip (Com Adm) (PET)
 D C Thomas BA, BAHons, MA (RU)

*Records and Information Administration Section**Manager*

C Green NDip (EDP) (PET), NH Dip (Computing) (PET)

Records and Information Administration Coordinator

L Hay

Records and Information Administration Officer

A Beaumont

Legal Services*Director*

Vacant

Secretary/Contracts Administrator

C P Seaman

Student Disciplinary Hearings Officer

L Kapp NHSC (Private Secretary) (CATE),
 Paralegal Diploma (INTEC)

Legal Administrative Officer

D Gondoza LLB, LLM (NMMU)

Copyright Officer

Vacant

STUDENT AFFAIRS**DEAN OF STUDENTS***Dean of Students*

LP Jack NDip (PMA) (EC Technikon), BTech (PM) (PET), BA Phil (US), MCom (Leadership Studies) (UKZN)

Personal Assistant

L Clinghan

Campus Health Services*Deputy Director*

AP Goosen BCur (UPE), RGN, RPN, RM, RNE, RCHN, RADV PHC, Cert in Adv Health Mng (FPD/YALE), DNE, DCN, M.Cur – ADV PHC (UPE)

*North Campus**Primary Health Care Nurses*

C Heera Dip Gen Nursing, Midwifery, DCH, DPN, RGN, RM, RCHN, B Cur Hons PHC, H Cert in Mgt, Cert in Occ Health, Cert in Audiometry
 W D Padayachee Dip Gen Nurs, Mid, CHN and Psych (Sarleh Dollie CPT); RGN, RM, RCHN, RPN. Cert in Occ Health and Audiometry

Occupational Health Practitioners(North)

K Magielies BCur (UPE), RGN, RM, RCHN, RPN Cert Occ Health Nursing, Cert. in Audiometry and Spirometry, Accredited in Audiometry and Spirometry
 V B Benjamin BCur Hon (NMMU), MCur (NMMU), Dip.GN, Midwifery, Psych. RGN, RM, RPN. Cert Occ Health, SAMTRAC (NOSA), and Master Degree Program (KI)

Second Avenue Campus

M Mbangi BCur (UPE), RGN, RM, RCHN, RPN

South Campus***Primary Health Care Nurses***

LL Dalton BCur (UPE), RGN, RPN, RM, RCHN, Cert. Occ Health Nursing, MA Health and Welfare (NMMU), Higher Cert Management (FPD)

S Le Roux RGN, RCHN, RM, DNE (NMMU)

N Ngwekazi Dip Gen Nurs, Mid, CHN (Lilitha Nursing College), RGN, RM, RCHN

Missionvale Campus***Primary Health Care Nurse***

AA Hawkins BCur Hons – Adv PHC (UPE), Dip Gen Nurs. Midwifery, H Dip CHN, RGN, RM, RCHN, RADV, RNE PHC Cert. Occ Health Nursing, Higher Cert Management (FPD), Dip. Nurse Education

George Campus***Primary Health Care Nurse***

M S Kock Dip Gen Nurs Midwifery, Adv Dip CHN & Adm, RGN, RM, RCHN, RNA

Health Secretary (South)

NS Mafanya NDip (Off Mgt & Tech), BAA, BTech (Mgt) (NMMU)

Health Secretary (North)

N M Pangwa BAA, Office Mgt and Tech (UNISA)

Health Secretary (2nd Avenue)

Vacant

HIV Counsellor (South)

S Jeneker BA (Community and Health Psychology), BAHons (Social Behaviour Studies in HIV/AIDS) (UNISA) Registered at CCSA

HIV Counsellor (George)

A Piet

HIV Counsellor (North)

G Smit BPsych (NMMU)

HIV Counsellor (Missionvale)

N Williams BPsychHons (NMMU), HCert (Mgt) (FPD)

Disability Unit***Head of Department***

Vacant

Manager

R Sauls BAHons (Ind Rel) (UPE), BTech (Bus Admin) (PET)

Administrative Assistant

T Kemp BA (Psych) (NMMU)

Co-ordinator

S Pietersen BA (Psych), BAHons (Psych), MA (Psych) (NMMU)

Information Access Officer

E Broekhuizen Dip Education (PTA College of Education), BA (Vista)

Driver: Specialised Vehicle

Contractual appointment

Madibaz Sport***Director***

Y Lumka BA (HMS) (Rhodes), BA(Sport Science) Hons (UP)

Deputy Directors

P B Boukes BA Ed (PhysEd), BAHons (Phys Ed) (UPE)

R Osman NDip (Sport Adm & Mkg) (PET), BTech (Mkg) (NMMU)

S A Thomas DE (Dower TC), HDE (Bellville TC), BA (Phys Ed) (UWC), BAHons (HMS) (UPE), BAHons (Group Dyn) (NMMU)

Sports Managers

M Awu FIFA/CIES/NMMU Cert (Sport Mng) (NMMU), NDip (Sport Mgt) (NMMU)

*Facilities Consultant**Events Co-ordinator**Facilities Co-ordinator**Financial Administrator & PA to Director**Front Line Office Administrator***Student Housing***Director: Housing, Living & Learning Programmes**Secretary**Financial Administration Assistant**Senior Manager: Living & Learning Support Services**Senior Manager: Residence Operations**Senior Manager: Off-campus and Vacation Accommodation**Student Life Officer**Acting Manager: Admissions, Records & Customer Relations***Residence Managers***Melodi**Veritas**Unitas**Xanadu**Sanlam Student Village Ikamva**Sanlam Student Village Indwe**Oceana**Lebombo Residence Manager**Letaba Residence**Protea Residence*

C J Bothma HED (S Prim) NKP (Normaal Kollege)

C Gie NDip (Sport Adm and Mkg) (PET)

M L Goosen BA (HMS), BAHons (HMS) (Sport Science) (UPE)

T le Roux

Z Mdodana BTech (Sport Mgt) (NMMU)

B Petersen NDip (Sport Adm & Mkg), NDP (Phys Ed) (Dower College), BA (HR), BAHons (Group Dyn) (NMMU)

S Sibande BTech (Sport Mgt), BTech (Mkg)

M Tommy FIFA/CIES/NMMU Cert (Sport Mng) (NMMU), DE, HDE (Dower TC)

K Williamson BA (Psych) (NMMU)

T Hufkie NDip (Sport Mgt) (NMMU)

N Barnard NDip (Joinery and Shop fitting) (Olifantsfontein)

C Button

S Noorshib NDip (IT) (Oval Intl Comp Educ)

S Mpuru BSc, MSc (UFH), PhD (UNR)

M Maliti Dip (Secr Comp) (Damelin Mgt College)

S Solomon

R Minne BA, HDE (Post Grad), BEdHons, MA (Group Dyn) (UPE)

K Bada Dip (Snr Teacher) (Cape College of Educ), BA (UNISA), BTech (Educ Mgt) (PET)

S Nhlanguwini NCert (Journ) (PET), Cert (Basic German) (Univ Essen), BA (UFH), BAHons (Group Dyn) (NMMU)

B A Willemse Cert (Bus Mgt) (NMMU)

V Nomgqokwana NDip(HRM)(NMMU)

W Reeves

N Zako B Admin (NMMU)

M Goromondo Cert (Pub Rel) (Damelin Bus School), Dip (Practical English) (Cambridge TUT College), Dip (Education) (Unitra)

S Tswane ND (Pub Rel), BTech (Pub Rel), MA (Dev Studies) (NMMU)

X Xaluva BA (Pub Adm) (UPE)

B L Cain BA (Psych) (UPE)

C Ntseoane

L Beckett NDip (Off Mgt & Tech), BAHons (Group Dyn) (NMMU)

V Mentile-Gozongo Dip(JPTD), BTech (Edu Mgt)

T Rubusana NDip(HRM)

George Campus

K Mvango Hons(Pysc) PGDip(HIV& Management)
M Setebe HDE (Wits)

General Maintenance Practitioners

L de Klerk
V Foley
P Mbengo
M Zomba

Student Governance and Development*Deputy Director*

M Ncapayi BA, BAHons (UFH), BAHons (UPE),
MA (LR & HR) (NMMU)

Secretary

Vacant

South Campus*Manager: Student Life & Events*

K Snyman BA Ed (Vista) BA Ed Hons, BAHons
(Corporate Communication) (NMMU)

*Senior Manager: Leadership, Training
and Development*

K M Elliott BA, HDE, FDE (UPE), MA (NMMU)

Manager: Leadership, Training & Development

D J S Potgieter NDip (HRM), BTech (HRD)
(UNISA), MTech (HRM) (NMMU)

Station Manager: Madibaz Radio

S Makapela BTech (Journ) (NMMU)

Student Governance Officers

M Matyila BAHons (Socio), ND (Sales and Mkg)
(NMMU)

Societies Officers

S Heynes-Prinsloo NDip (PRM), BTech (PRM)
(NMMU)

Q Dyantyi BTech (Pub Mgt) (NMMU)

North Campus*Societies Officer*

T Makolota Dip (Prim Ed) (Lyceum College),
NDip (HRM), BTech (HRM) (NMMU)

Student Life and Events Officer

S Mpepo NDip (PRM) (NMMU)

Missionvale Campus*Society Officer*

Y Lusasa B (HMS) (NMMU), BAHons (NMMU)

Driver Training Facilitator

P Moss BTech (Business Management)

Second Avenue Campus*Societies Officer*

S Mdlungu NDip (PRM) (NMMU)

| |
|---------------------------------------|
| REGISTERED ENGAGEMENT ENTITIES |
|---------------------------------------|

INSTITUTES***SOUTH AFRICAN INTERNATIONAL MARITIME INSTITUTE (SAIMI)***

CEO Dr Malek Pourzanjani
 CEng, FIMar Est, FNI, BScHons, PhD

Objectives and functions

- Co-ordinate , promote and support the education, skills and research needs of the maritime sector
- Increase the quality of teaching, learning and research in the maritime sector.
- Support professional development in the maritime sector. Facilitate international and African continental co-operation
- Broaden the range of education options to meet industry needs.

SAIMI broadly focuses on meeting the identified needs of the maritime sector for:

- Co-ordination of programmes, projects and research
- Promoting co-operation and collaboration amongst industry, educational institutions and other role-players in the sector
- Ensuring educational gaps are filled
- Promoting articulation between levels of qualifications and institutions

Operation Phakisa Skills Initiative Working Groups

Marine Protection Services & Governance – Prof Patrick Vrancken (NMMU)

Maritime Manufacturing - Ms Vanessa Davidson (MIASA)

Maritime Transport – Prof Ed Snyders (CPUT)

Oil & Gas Exploration – Prof Moctar Doucoure(NMMU)

Agriculture – Dr Nial Vine (University of Fort Hare)

CENTRES***ADVANCED MECHATRONIC TECHNOLOGY CENTRE (AMTC)***

Manager Mr K du Preez
 M Dip Tech Mech Eng (PET), TMSAI Mech E, MSAI Mech E, MSARAC

Objectives and functions

To develop technologically competent persons who are able to:

- Expand the boundaries of technology by means of technology analysis and innovation.
- Operate independently or with limited supervision in a technology environment.
- Contribute to society, both within the community and the economy.
- Engage in research and development.

Supporting Objectives

- Provide resources that assist learners to acquire the intellectual and functional skills needed for technological tasks.
- Provide a mechanism for HR development through further education and recognition of learning.
- Develop entrepreneurial skills so that the learner can engage in meaningful and rewarding business activities.
- Assist SMME's to implement and manage Learnerships.

CENTRE FOR COMMUNITY SCHOOL (CCS)

Director Mr Bruce Damons
 MEd

Mission

The Centre for the Community School aims to contribute to educational improvement in South Africa by developing theoretical and practice-based models of school improvement that are relevant and responsive to the contextual realities of schools in South Africa.

Housed

The Centre forms part of the Education Faculty and is housed on the Missionvale Campus in Building no 519, 1st Floor

Objectives and Functions:

One of the key objectives of CCS is to serve as a national resource centre that elevates the concept of the Community School as a credible, replicable and sustainable model for educational improvement in South Africa. The activities of the Centre will revolve around the following focus areas:

- **Teaching:** The Centre will facilitate the development of a course on the Community School Teacher that focuses on the knowledge, dispositions, and skills required by current and aspiring educators working in Community Schools.
- **Internships:** Students enrolled in NMMU's Education Faculty who are taking any of the above courses will be able to do an internship in a Community School and work on a practice/research-based project as part of their coursework. Due to the cross-disciplinary focus of the Centre, internships will also be offered to students from other departments at NMMU, for example Psychology, Counselling and Social Work, whose areas of interest have direct relevance to the work of the Community School.
- **Research and Publications:** The Centre will offer research opportunities to master's and doctoral students through its projects. Faculty members will also produce research articles for publication in accredited journals.
- **Community School Improvement Programmes:** The Centre will offer a programme of events that focuses on school and community improvement, and is aimed at students, parents, teachers and other community members. These programmes will encourage community-wide interest and engagement in school-related activities. It will include workshops, short courses, guest lectures, community conversations, information sessions, and film screenings.
- **Resource Centre:** The Centre will gather information on Community School-related resources, and refer community members, educators, and other school partners to appropriate resources as needed in their efforts to support and advance the Community School concept.
- **Networking:** In seeking to support and promote the concept of the Community School as an important school improvement model, the Centre will establish relationships with other groups and organisations that have a similar focus in South Africa and other countries.

CENTRE FOR INTEGRATED POST-SCHOOL EDUCATION AND TRAINING (CIPSET)

Director Ivor Baatjes
 BSc Ed (UWC); MA (Dalhousie, Canada)

Mission

The mission of the Centre is to support and build progressive capacity in the Post School Education and Training Sector and to inform policy and practice through collaborative research and social action.

Housed

Office of the Deputy Vice Chancellor: Research and Engagement

Objectives

- Promoting an intellectual project that focuses on democracy, citizenship and social justice as central to Post School Education (PSE) in South Africa;
- Defining, developing and implementing a research agenda that supports PSE in South Africa;
- Establishing programmes and projects that support PSE in South Africa;
- Collaborating with educational groups, institutions and agencies in order to develop and strengthen PSE;
- Building research capacity that advances the PSE system in South Africa;
- Producing academic and scholarly work in PSE in a manner that promotes social justice and the public good;
- Serve as a regional and national resource centre that focuses on research-informed, evidence-based strategies to enhance the strategic, policy and educational impact of the PSE sector.
- Provide research opportunities for postgraduate students and scholars in respect of PSE.
- Provide strategic direction and central administrative support for the various NMMU initiatives within the PSE sector.

CENTRE FOR LAW IN ACTION (CLA)

Director Prof HJ van As
 BJuris (Unisa), LLB (Vista), LLD (Stell), NDip Pol (SA)

Mission

CLA engages with all sectors of civil society that serve community needs and contributes to sustainable development through capacity building, skills development, the rendering of institutional support and the establishment of best practices and benchmarks. Since 2015 its focus includes sea fisheries and related crimes.

Housed

The Centre is housed in the Faculty of Law with offices at the Missionvale and Bird Street campuses, Faculty of Law Services Building in Cuyler Street.

Objectives and functions***Primary aim:***

The primary aim of CLA is to improve the levels of service delivery by the different spheres of government through the effective implementation of existing legislation and to increase access to justice for the less fortunate sections of society through:

- The improvement of the skills and capacity of those who are involved in public affairs, and who can make a contribution towards improving service delivery.
- Assisting public authorities to implement and enforce legislation to effectively manage public problems and issues.
- Assisting communities to improve their quality of life through creating access to legal resources.
- Ensuring that government officials comply consistently with legislation and policy directives on migrant rights in general and refugee law in particular.

- Providing paralegal and other pro-bono legal services for refugees, asylum seekers and migrants.
- Improvement of local government, by increasing the effectiveness of councillors and officials.
- Making the results of technical reports available for the benefit of communities and society at large and engaging appropriate government departments, NGO's and CBO's.

CLA operates as a number of structures that seek to fulfil various targets within its directive. The main structures are the recently established Fisheries Law Enforcement Academy (FishFORCE), the Refugee Rights Centre (RRC) and the Unit for Development (UD)

Fisheries Law Enforcement Academy (FishFORCE)

Project Manager: Prof HJ van As
BJuris (Unisa), LLB (Vista), LLD (Stell), NDip Pol (SA)

Housed

The FishFORCE is housed at the Bird Street Campus, Faculty of Law Services Building in Cuyler Street

An agreement was signed between the NMMU and the Norwegian Ministry of Foreign Affairs in terms of which an Academy for the training of officials who are involved in the fight against fisheries crime will be established.

The project will be approached in three phases namely:

- 1) Phase 1, where the baseline in terms of fisheries law enforcement and prosecutions will be established and pilot training will be undertaken
- 2) In phase 2 a regional training centre will be established for Sub-Saharan Africa and coordination will be undertaken with strategic partners to facilitate cross-border and inter-agency law enforcement of fisheries crime
- 3) Phase III will involve the adjustment and improvement of the geographical spread to countries in South-East Asia.

Objectives and functions

- Establish fisheries crime law enforcement as a new and emerging fisheries compliance model.
- Endeavour to achieve knowledge and intelligence led investigations and increase successful prosecutions of criminals engaged in fisheries crime.
- Build capacity and to also enable fisheries law enforcement officers to obtain formal qualifications in their chosen field of expertise.

Refugee Rights Centre

Head: Mr L Harmse
BA, LLB (Vista)

Housed

The Centre is housed at the Bird Street Campus, Faculty of Law Services Building in Cuyler Street.

Objectives and functions

- Ensuring that government officials comply consistently with legislation and policy directives on migrant rights in general and refugee law in particular.
- Providing paralegal and other pro-bono legal services for refugees, asylum seekers and migrants.
- Contributing towards the creation of a just, rights-based and enabling environment for cross-border migration in South Africa.
- Improving the capacity knowledge, skills and networks of the state and civil society service providers, organized migrant and refugee groups, local and provincial government agencies and other relevant stakeholders in South Africa with the regard to the rights and services available to refugees, asylum seekers and migrants.

Unit for Development (UD)

Head: Prof HJ van As
BJuris (Unisa), LLB (Vista), LLD (Stell), NDip Pol (SA)

Housed

The Unit is housed at the Bird Street Campus, Faculty of Law Services Building in Cuyler Street.

Objectives and functions

- The improvement of the skills and capacity of those who are involved in public affairs, and who can make a contribution towards improving service delivery.
- Assisting public authorities to implement and enforce legislation to effectively manage public problems and issues.
- Development and registration of short learning programmes.
- Marketing and presentation of short learning programmes.
- Project management, financial and personnel services for the various sub-entities in the Centre.

SOUTHERN AFRICA CISCO ACADEMY SUPPORT CENTRE (SACASC)

Manager Mr G Kudyachete
BEng(Electronics) Hons(N.U.S.T., Zim), MSc Tel(University of Pittsburgh, USA)

Objectives and functions

The Objectives of the SSA CATC are:

- To play a leading role in The Cisco Networking Academy Program in Sub-Saharan Africa.
- To contribute to the empowerment and sustainable development of all Academies by providing support to all Academies on an equal basis, and facilitating quality, affordable communication networking and related training.

Objectives

- Support the provision of a diverse range of quality educational and training opportunities in the Post-School Education (PSE) sector to contribute to creating increased opportunities for youth and adults not in education, employment and training.
- Facilitate access and articulation pathways for learners from the PSE sector who fulfil the admissions criteria for career-focused university qualifications, especially in scarce skills fields of study.
- Provide for multi-disciplinary capacity development interventions within the PSE sector to ensure that such institutions become educational providers of first choice regionally and nationally.
- Serve as a national and regional resource centre that focuses on research-informed, evidence-based strategies to enhance the strategic, policy and educational impact of the PSE sector.
- Provide research opportunities for postgraduate students and scholars in respect of PSE.
- Provide strategic direction and central administrative support for the various NMMU initiatives within the PSE sector.

CLINICS***UNIVERSITY PSYCHOLOGY CLINIC (UCLIN)***

Director Dr L Currin
BCur, BA Hons(Psych), MA(Clin Psych), D Phil(UPE)

Mission

UCLIN is a facility dedicated to the education and professional training of postgraduate psychology students with the end result of registration in specific categories of Clinical, Counselling, Educational or Research Psychology. UCLIN strives towards academic excellence by ensuring that students develop a comprehensive understanding and practical experience of a broad spectrum of psychological, psycho-neurological and psycho-educational problems, as well as assessment procedures and therapeutic interventions that would meet the needs of the diverse South African population.

Housed

The Clinic is housed on the South Campus, Building 7, Lower Ground.

Community Psychology Centre (Missionvale Campus)

Coordinator Mr V Sack

BAHons(Psych)(UPE), MA(Clin Psych)(UOFS)

Objectives and functions

The Community Psychology Centre on the Missionvale Campus is a satellite of the University Psychology Clinic. It is also a professional training unit for postgraduate psychology learners in the Faculty of Health Sciences with the end result of registration in the specific category of Counselling Psychology. It was established to provide broad based community psychological services in the form of psychological assessment procedures and therapeutic interventions. Thus through its teaching and training, community service and research, the Centre aims towards the evolving of newer and more contextually relevant models of psychological assessment, counselling and psychotherapy. The three main functions of the Centre are therefore:

- To provide a facility dedicated to the education and training of postgraduate psychology learners leading to professional registration with the Health Professions Council of South Africa.
- To cater for the dire need of mental health services and programmes in the Nelson Mandela Metropolitan region by increasing the access and affordability of such services to the poor and underprivileged surrounding communities.
- To form a scientific research hub for a variety theoretical and applied projects.

UNITS**GOVAN MBEKI MATHS DEVELOPMENT UNIT (GMMDU)**

Head

Prof WA Olivier

BScHons, MSc, PhD (UPE)

Mission

To promote mathematical (primary focus) and science (secondary focus) expertise and awareness amongst school educators and learners; and to develop mathematical content knowledge and skills amongst educators and learners mainly, but not exclusively, at the FET level.

Housed

The Unit is housed in the CSIR Building, 4 Gomery Ave, Summerstrand, Block A.

LABOUR AND SOCIAL SECURITY LAW UNIT (LSSLU)

Head:

Prof JA van der Walt

BJuris, BAHons (UPE), LLB (UNISA)

Deputy Head:

Prof A Govindjee

BA, LLB(RU), LLM (Labour Law) *cum laude* (UPE), LLD(NMMU), Attorney of the High Court

Housed

The Institute is housed at the Faculty of Law, South Campus.

Objectives and functions

- To undertake research on labour and social security law.
- To train students and the broader community in labour and social security law.
- To undertake contractual investigations and research relating to labour and social security law.
- To disseminate information on labour and social security law matters.
- To provide a forum for communicating research findings.
- To fulfil any other function considered by the Board or Committee to be necessary and expedient to promote the interests and objectives of the Unit.

SPATIAL TECHNOLOGIES UNIT (STU)

Manager Prof D Pottas
 BScHons(PU CHE), PhD(RAU), MIITPSA

Objectives and functions

The Spatial Technologies Unit facilitates the delivery of application-oriented spatial technology skills through a global network while maintaining high academic standards. The Unit offers the Kingston Certificate Course in GIS. The Unit strives to contribute to sustainable development within Africa by serving geographical and culturally diverse communities throughout Africa by affording these students the ability to advance their education and skills base in order to develop their community through lifelong learning.

UNIT FOR BIOKINETICS AND SPORT SCIENCE (UBSS)

Head Prof R du Randt
 BSc(PhysEd), M PhysEd, PhD(Stell)

Mission

The staff of the Unit for Biokinetics and Sport Science is committed to providing community service at the highest professional level, the best possible academic support, and to actively stimulate and promote research in the various disciplines of Human Movement Science to optimize the potential of our communities towards sustainable development.

Housed

The Unit is housed in the Department of Human Movement Science within the Faculty of Health Sciences.

Objectives and functions

- To create an experiential learning opportunity for the students of the Department of Human Movement Science.
- To engage with the community with the view to deliver a service and to understand their needs.
- To stimulate, promote and facilitate research.
- To generate third stream income for the Department of Human Movement Science.

The function of the UBSS is twofold:

- To promote and restore health (Biokinetics services); and
- To enhance performance (Sport Science services).

UNIT FOR STATISTICAL CONSULTATION (USC)

Head Vacant

Mission

To enhance the research capacity of NMMU staff and senior postgraduate students and to ensure the integrity and quality of research produced at NMMU by providing a comprehensive statistical consultation service to the designated staff and student groups.

Housed

The Unit is housed in the Faculty of Science.

Objectives and functions

The USC provides a free, comprehensive statistical service to master's and doctoral students and staff who are doing non-contract research that will culminate in at least one article published in an accredited journal. Our functions include support for all stages of primarily quantitative research and to a lesser extent qualitative research.

REGISTERED RESEARCH ENTITIES

INSTITUTES

AEON – NMMU EARTH STEWARDSHIP SCIENCE RESEARCH INSTITUTE

Directors Prof Maarten de Wit
 PhD (Cambridge University, UK)

 Prof Moctar Doucouré
 PhD (University of Paris, France)

Mission

AEON-ESSRI aims to provide a university-wide research and educational environment to seek consilient knowledge and engagement amongst earth and life sciences, engineering, resource economics, human and cultural sciences through application and dissemination of Earth Stewardship Science. It will foster cutting-edge, internationally-connected, science and analytical learning using advanced tools and technologies in an environment that fosters solving complex problems through transdisciplinary science to explore sustainability for people and the planet, particularly in Africa.

Housed

The Earth Stewardship Research Institute is temporarily housed in the Science Faculty (Building 13) of the NMMU on the Summerstrand South Campus.

History

AEON-ESSRI was established in August 2013 at the Nelson Mandela Metropolitan University out of AEON - Africa Earth Observatory Network, a self-managed research entity founded in 2005 while the co-founders were at the University of Cape Town.

Description of major programs and services

AEON-ESSRI will endeavour to continue as a lead institute in the DST's Global Change Grand Challenges program, as AEON has done, and provide an enabling space for the new SARChi Chair of Earth Systems Science and, where appropriate, other existing research units such as the Ethics Research Unit.

- ***Research and Development***

Research at AEON-ESSRI is focused around 4 major programmes of national and international interest, all multidisciplinary in character.

Programme 1: Inkaba yeAfrica – ‘Total interconnectivity’

The purpose of this programme is to understand the interconnectivity between Earth and Space through a blend of pure and applied Earth Systems Science while building scientific capacity in (southern) Africa. The programme has achieved flagship status because of its fully integrated capacity building programme. It was initiated primarily as a joint research programme between German and South Africa research communities (<http://www.inkaba.org>). The Earth Observation component of this programme now includes a new National Academic Co-Located Seismology Network, with a node being developed at the NMMU, managed from the AEON EarthTech Hub at the Tshwane University of Technology and linked to the Space Geodesy Observatory in Hartebeesthoek (HartRAO).

Programme 2: iKhure – ‘The story is the African wind’

This programme explores the dynamic co-evolution of Earth and Life and their links to tectonics and climate change. It concerns the coupled geo-ecodynamic history of the solid Earth, its fluid envelope and the intervening biosphere, from the early earth to its present state. iKhure was initiated as a cooperation programme between South African and French Earth Science research communities (<http://www.ikhure.org>). A major scientific project under this programme is TopoAfrica, which aims to reconstruct and quantify the past topography of Africa over the last 250 million years.

Programme 3: iPhakade – ‘Observe the present and consider the past to ponder the future’

Under this programme, AEON-ESSRI aims to induce and catalyse the emergence of a new trans-disciplinary science – Earth Stewardship Science – that will integrate research on, and teaching in, our understanding of the dynamic resilience of our Earth-Life-Social System and help us to better define our life support systems within which we will mitigate, adapt, and manage the global commons in the Anthropocene. Major research and development projects under iPhakade include

- **Karoo Shale Gas Research** (see www.karooshalegas.org);
- **Airborne Geophysical Observatory** (AGEO) – a combined multi-sensor data acquisition platform and data processing system to track coastal ecosystems, earth resources and the built environment in partnership with the industry.

Programme 4: Africa Alive Corridors – ‘Journeys through Africa’s autobiography with everyone a stakeholder’

Africa Alive Corridors aims to address major Earth Stewardship goals in Africa by tracking Africa’s biographical journey through a selection of 20 chronologically sequenced corridors. This programme is about a holistic evaluation of unique heritages that are the corridors and offer ideal foci for facilitating sustainable socio-economic development through co-ownership and co-curatorship of Africa’s natural laboratories.

- **Teaching and learning processes**

AEON-ESSRI through its members contributes to the teaching and facilitation of learning processes in the Geosciences at NMMU. It’s Commons, an interactive working space and multi-mentorship environment, host graduate and postgraduate students and researchers across disciplines. The Earth Stewardship Foundation Course, a major programme designed to facilitate learning processes across the university, is considered for implementation at the NMMU through the Chair of Earth Stewardship Science.

- **Services and Engagement**

AEON-ESSRI will offer internal and external services through a number of activities including short courses, earth stewardship club membership for industry, partnerships around the Africa Alive Corridors, and contract services in data processing and training. Outreach programmes for rural communities are being developed including through the Science and Technology Train to be operated by the EarthTech Hub out of a base near the newly established AEON-connected Geodetic Centre at Matjiesfontein. Direct engagement promoting interaction and outreach across the African continent is also provided mainly through the AEON-UNESCO partnership in Geoscience Education in Africa.

INSTITUTE FOR COASTAL AND MARINE RESEARCH

Head (interim) Dr D du Preez
BScHons (University of the Witwatersrand), MSc, PhD (UPE)

Mission

The mission of the ICMR is to provide up-to-date information and expert advice on all aspects of environmental management in the coastal zone of Africa. This is achieved by conducting relevant research, environmental assessments, specialist reports, environmental reviews and management plans. In doing this, the Unit strives to achieve the university’s mission to be a major provider of cutting edge knowledge to local, national and international communities.

Housed

The Institute is housed in the Faculty of Science.

Objectives and functions

The main objective of the ICMR is to conduct relevant research in the coastal zone of Southern Africa to ensure that the resources in the area are sustainably managed and sensitive areas are adequately protected and conserved. The complexity of the coastal zone involves an integrated approach and the IECM facilitates multi-disciplinary research through the collaboration of experts in diverse disciplines such as botany, chemistry, economics, geosciences, sociology and zoology.

INNOVENTON: NMMU INSTITUTE FOR CHEMICAL TECHNOLOGY AND DOWNSTREAM CHEMICALS TECHNOLOGY STATION (INNOVENTON)
(Incorporating the TIA Downstream Chemicals Technology Station)

Director Prof Ben Zeelie
 BSc, BScHons, MSc, PhD (UPE)

Mission

InnoVenton's mission is to:

- Develop and commercialize new product and manufacturing technologies in the integrated disciplinary field of chemical technology, biotechnology, and engineering. In so doing we will train the next generation of technological scientists and provide R&D, technology support and analytical and testing services to our stakeholder community as part of the National Innovation System.
- Our aim is to commercialize at least 2 additional technologies, graduate at least 100 additional technologists, and increase our revenue by at least an additional R5 million/year by 2018.

Housed

The Institute is housed in the Faculty of Science at 1-11 Gomery Road, Summerstrand.

History of InnoVenton

InnoVenton has been operating formally as an Institute of Chemical Technology since the start of 2006.

Description of major programs and services

InnoVenton: Institute for Chemical Technology is a formally registered Research Institute at the Nelson Mandela Metropolitan University, whose principle research focus is in Product and Process Development. The Institute strives to be self-sustaining through income generated from services to industry, income from technology transfer projects and royalties from patents.

The Institute incorporates the **Downstream Chemicals Technology Station**, a Government funded initiative to make available high level research, technological services and training, to technology based Small and Medium Enterprises, and South African Industry as a whole.

Key Performance Areas

The 2016 - 2018 Strategic Plan approaches the deliberate focussing of the organization by revising and refining the key performance areas of the Institute into four areas, namely "Research Development Implementation" (RDI), Integrated Technological Training (ITT), Services Implementation (SI) and Organizational Design Implementation (ODI). The specific terminology chosen reflects the focus being placed on technological output. Thus, research and development is aimed at the development and implementation of technologies, products, etc.; training is aimed at training technologically competent manpower that could sustain the technological value chain as well as the development of the economy/society by implementation/operation of new technologies; Services implementation is aimed at deploying effective service renderings in support of the Institute's own development activities, as well as to the Institute's stakeholders as part of the wider National Innovation System; and organizational design implementation is aimed at designing business systems, policies, processes, procedures

CENTRES

BUILT ENVIRONMENT RESEARCH CENTRE (BERC)

Director Prof WMW Shakantu
 BSc (CBU), MSc (Reading), PhD (GCU), MCIOB, Pr.CM Chartered Construction Manager

Mission

The Built Environment Research Centre conducts cross faculty cutting edge built environment industry originated research, facilitates the learning of industry sponsored MSc and PhD candidates, and engages in extensive collaboration with other research institutes regionally, nationally, and internationally.

Housed

The Centre is housed in the School of the Built Environment, C-Block, Room C210, North Campus.

Objectives and functions

The purpose of the Centre is to contribute to the establishment of new research and development thereof, take advantage of research opportunities within the built environment and facilitate knowledge transfer to and from the built environment through research enterprise. The aims are to:

- To provide opportunities for practicing professionals to conduct applied research at MSc and Doctoral level with a view to finding solutions to problems in their immediate work environment (Professional Doctorates);
- Brand the NMMU built environment research excellence;
- Expand built environment research capacity through the harnessing of multi-disciplinary research competencies in the school, faculty and university; and
- Produce research outputs tailored to specific needs of the Built Environment industry stakeholders.

CENTRE FOR AFRICAN CONSERVATION ECOLOGY (ACE)

Director Prof G I H Kerley
 BSc Hons(UPE), MSc(UP), PhD(UPE)

Mission

The Mission of ACE is to develop scientific knowledge of the ecology and conservation of African ecosystems, especially in the Eastern Cape and adjacent regions of high biodiversity, which will enable society to make wise environmental management decisions. In achieving its Mission, ACE will build human capacity through postgraduate training.

Housed

The Centre is housed in the Faculty of Science, Biological Sciences Building, Room 12-014, South Campus.

Objectives and functions

To enhance delivery of core services of the NMMU by operating an entity that provides an enabling environment to stimulate and integrate cooperative research and training, attract funding to support students and contract researchers, facilitate and co-ordinate interaction with stakeholders and funders. This contributes to the achievement of the University's goal of addressing the needs of civil society, through the broad field of terrestrial ecology.

CENTRE FOR THE ADVANCEMENT OF NON-RACISM AND DEMOCRACY (CANRAD)

Director Mr A Zinn
 Ed. M. (Columbia), MA (Columbia), HDipEd (RU), BA (UCT)

Mission

The Centre for the Advancement of Non-Racism and Democracy seeks to harness collective institutional capabilities in relation to academic endeavours in research, teaching and learning, evidence-based advocacy and interventions in advancing non-racialism and democracy. The activities of the Centre will be multi/inter/cross/trans-disciplinary and will be informed by a shared understanding of the interdependence of research, advocacy, education and intervention. Specifically, the Centre will strive to undertake cutting-edge social research, educational engagement and advocacy aimed at raising public understanding and policy support for the pursuit of a non-racial, democratic South Africa.

Housed

North Campus, New Administration Building, 2nd Floor, Room 222.

Objectives and functions

The Centre's work will bring into focus important and inter-related questions about constructs of racism and its alternatives (non-racism, multiculturalism, social justice, etc.), the relationship between 'race', class and gender inequality, identity, reconciliation and social cohesion and policies enabling transition to a non-racial, democratic society.

CENTRE FOR COMMUNITY TECHNOLOGIES (CCT)

Director: Prof D van Greunen
HDE (UPE), FDE (UPE), BAHons (UPE), MA (UPE), PhD (UNISA), PMIITPSA, MICSIT

Mission

The mission of the CCT is to promote radical development of the human potential of particularly disadvantaged communities through the use of technologies. In achieving its mission, the CCT will build human capacity through postgraduate training and enterprise development in rural and disadvantaged communities.

Housed

The Center is housed in the Faculty of Engineering, the Built Environment and Information Technology, Room R134, 1st floor of the Goldfields Building on the North Campus.

Objectives and functions

The core functions of the CCT include the advancement of technology research and development that will in turn also lead to not only training and human capital development but also mentorship. As the center is both a research and engagement entity, it seeks to embrace the principles of integrated scholarship by ensuring that scholarly and research-informed interventions are embedded in its interventions in the different communities. The CCT establishes reciprocal and mutually beneficial relationships with external and internal stakeholders that will allow for knowledge sharing and a co-ordinated institutional strategy for community research and engagement.

CENTRE FOR ENERGY RESEARCH (CER)

Director Prof EE van Dyk
PhD(UPE), PrSciNat, PrPhys

Mission

The Centre for Energy Research is a research based entity that strives to serve the energy needs of the region by means of training students and conducting applied energy research.

Housed

The Centre is housed in the Faculty of Science, South Campus and School of Engineering, North Campus.

Objectives and functions

The Centre for Energy Research is a multidisciplinary entity incorporating scientists, engineers and economists. The aims of the Centre are to:

- Produce human resource skilled in the energy field at BTech, master's and doctoral level.
- Perform strategic and competitive applied research.
- Promote public awareness and understanding of all forms of renewable energy, energy efficiency and its importance.
- To undertake contract research for local and international industries.

- To contribute to multi-disciplinary research with the view to enable new research and development between Materials, Science, Engineering, Economics and Environment Studies.
- To promote and strengthen international collaboration with partner universities performing related research in energy.

CENTRE OF EXPERTISE IN FORECASTING (CEF)

Director Prof Igor N Litvine
 PhD (Kiev Shevchenko National University, Ukraine)

Mission

- To serve the forecasting needs of South Africa through training students and conducting applied research.
- Consolidate and develop existing forecasting expertise in the Department of Statistics.
- Generate meaningful research that is applicable in the South African and international contexts.
- Initiate innovative projects in line with the vision, mission and strategic priorities of the NMMU.

Vision

- To become a recognized centre of forecasting expertise in South Africa and internationally.
- Known for innovative approach to problems.
- Able to work across disciplines.
- Academic rigor combined with practical approach.

Housed

- The Centre is housed in the D-block, North Campus. Enquiries: Room D0107.
- Website: <http://www.nmmu.ac.za/coef>

CENTRE FOR HIGH RESOLUTION TRANSMISSION ELECTRON MICROSCOPY (HRTEM)

Director Prof JH Neethling
 PhD (UPE)

Mission

To conduct the most advanced nanoscale materials research on the African continent using an analytical atomic resolution transmission electron microscope and related instruments, and train highly skilled MSc and PhD graduates.

Housed

The Centre is housed in the Faculty of Science, Building 124, South Campus.

Objectives and functions

- The main aim of the Centre for HRTEM is to provide a broad community of SA scientists and students with a full range of state-of-the-art instruments needed for nanoscale materials research.
- The research to be carried out in the Centre for HRTEM, in collaboration with other institutions, will make significant contributions in the following focus areas of the National Nanotechnology Strategy: energy, chemical processing, minerals and advanced materials.
- This research is also well aligned with the 3rd Research Focus Area of the NMMU which is: Materials, infrastructure and process development for industry and manufacturing.
- The Centre for HRTEM will contribute greatly to the NMMU mission as an engaged people-centred University since it will collaborate extensively with other universities, institutions and industry in South Africa and abroad, and it will provide excellent training opportunities for postgraduate students.

CENTRE FOR RESEARCH IN INFORMATION AND CYBER SECURITY (CRICS)

Director Prof R von Solms
 BSc(UPE), BScHons(UNISA), MSc(RAU), PhD(RAU)

Mission

The Mission of CRICS is to advance the knowledge and secure practices in the field of Information and Cyber Security. In achieving its Mission, CRICS will develop human capacity through postgraduate research.

Housed

The Centre is housed in the Faculty of Engineering, the Built Environment and Information Technology, R-block, North Campus.

Objectives and functions

To conduct and disseminate research in the fields of Information and Cyber Security, as well as to engage with governmental, public and private organizations and society at large towards the implementation of safe and secure information and cyber security practices.

NMMU/TELKOM CENTRE OF EXCELLENCE (CoE)

Head Prof JL Wesson
 PhD(UPE), MIITPSA, MICSIT

Mission

The NMMU/Telkom Centre of Excellence (CoE) is a research-based centre that strives to serve the needs of the Information and Communication Technology (ICT) industry by developing highly qualified Master's and Doctoral graduates through applied research in collaboration with its Industry partners.

Housed

The Centre is housed in the Departments of Computing Sciences and Information Systems and Physics in the Faculty of Science.

Distributed Multimedia Applications Unit

Head Prof JL Wesson
 PhD(UPE), MCSSA, MICSIT

Objectives and functions

SmartAssist: A model for a smart environment using natural interaction and smart devices to improve the quality of people's lives

The aim of this project is to design a model for a smart environment using advanced technology that can improve people's lives. The interaction with this environment will incorporate natural interaction, including gesture-based interaction, multimodal interaction and smart devices. Personalization will be used to recognize the user and allow customization. This smart environment will serve as a prototype for a smart home or a smart office.

Objectives directly related to the research project

1. Designing and building a smart environment using advanced technology to meet the requirements of SmartAssist.
2. Identifying what types of applications are most suitable for SmartAssist users in South Africa.
3. Developing prototype SmartAssist applications for South African users taking the socio-technical aspects into consideration.
4. Designing a model for SmartAssist incorporating natural interaction.

Optical Fibre Research Unit

Head Prof AWR Leitch
 BSc, BScHons, MSc, PhD (UPE)

Objectives and functions

The specific objectives of the Research Unit are the following:

- To research the factors necessary for upgrading to the Next Generation Network (NGN) in South Africa.
- To investigate the factors necessary for the deployment of “Fibre-to-the-Neighbourhood” (FTTX) in metropolitan areas in South Africa.
- To study the issues limiting high-speed optical fibre networks, in particular polarisation mode dispersion (PMD) and chromatic dispersion (CD).
- To support efforts to establish a modern optical fibre network in Africa, through the training of postgraduate students from different African countries in the key technologies.
- To evaluate the cable deployment procedures in order to identify the key factors that may introduce additional PMD.

Housed

The Optical Fibre Research Unit is housed in a modern, well equipped Laboratory in the Physics Department of the Science Faculty.

Photovoltaics

Head Prof EE van Dyk
 PhD(UPE), PrSciNat, PrPhys

Objectives and functions

- To undertake a detailed study of various aspects of solar energy module design and performance, in order to provide a University research base that will enable the industrial partners to better utilize energy resources.
- To design and build a prototype Laser Beam Induced Current (LBIC) system for use in characterizing solar cells and PV modules.
- To develop a prototype concentrator photovoltaic system for remote applications.
- To develop human resources through the training of skilled graduates with expertise in the technical aspects of solar energy, for South Africa's present and future needs as part of Telkom's Centre of Excellence programme. At present no other university in South Africa offers this specific training.
- To further develop the capabilities of the photovoltaic research facility at the NMMU for the benefit of solar energy users in South Africa and the rest of Africa.

CENTRE FOR RUBBER SCIENCE AND TECHNOLOGY (CRST)

Director Dr SP Hlangothi
 MSc(UNIN), PhD(NMMU), PDBA(NMMU)

Mission

To build knowledge and expertise for the South African rubber science and technology sector.

Housed

The Centre is housed in the Faculty of Science, Physics & Chemistry Building (13), Room 00-05, South Campus.

Objectives and functions

- Advancement of rubber related research and development programs across various disciplines.
- Provide analytical and technical services to the South African rubber and tyre manufacturing and recycling industries.
- Provide training in rubber science, technology and engineering at both undergraduate and postgraduate levels.

CENTRE FOR BROADBAND COMMUNICATION (CBC)

Director Prof T B Gibbon
 BScHons(UPE), HDE(UPE), MSc(UPE), PhD(NMMU)

Mission

The mission of the CBC is to be a leading provider of knowledge and expertise that can drive the development of advanced broadband infrastructure in South Africa. The Centre focuses on primary research, but drives this towards implementable solutions for the South African and African context. The Centre combines multi-disciplinary teams from different academic departments together with industry and sector-specific specialists to solve current problems and drive the broadband infrastructure agenda. The Centre acts as a nucleus for academic research in the field in South Africa, championing projects while working with industry and government stakeholders to achieve outcomes. Additionally, it initiates new technology development and determines future research themes in the field.

Housed

The Centre is housed in the Faculty of Science, Physics Building, Room 13 -01 53, South Campus, along with share facilities in the Department of Computing Sciences.

Objectives and functions

The CBC focuses on the following objectives and functions:

- To develop the human capacity required to support broadband research and industry implementation in South Africa.
- To ensure new technologies meet local requirements and are appropriate.
- To ensure that the rollout of broadband infrastructure enables South African citizens to participate in the information society.
- To ensure that the data produced by MeerKAT and Square Kilometre Array (SKA) can be adequately transported and aggregated for the benefit of humanity

CENTRE FOR COASTAL PALAEOSCIENCE (CCP)

Director Prof RM Cowling
International
Deputy Director: Prof CW Marean
National Deputy
Director: Dr AJ Potts

Vision

By 2021, the CCP will be internationally recognized as a leading institution for conducting research on the Quaternary evolution of the biota (including early humans) of the species-rich south and southeast coast of South Africa.

Mission

The Mission of CCP is to conduct and coordinate Quaternary palaeoscientific research in an interdisciplinary context on the south and southeast coast of South Africa. The Centre also aims to build human capacity through postgraduate training.

Housed

The Centre is housed in the Faculty of Science, Biological Sciences Building, Floor 1, Room 0114, South Campus.

Strategic objectives

The proposed Centre will:

- conduct and stimulate research across all fields of palaeoscience that provide context for understanding the evolution of biota, with a focus on the human lineage;
- promote and facilitate inter-disciplinary, intra-institutional and inter-institutional palaeoscience research; and
- provide tuition in palaeosciences at undergraduate (by exposing students to the palaeosciences within existing modules) and postgraduate levels, and foster co-supervision of postgraduate students by international leaders in different fields.

UNITS

ACTION RESEARCH UNIT (ARU)

Head Dr M Khau
BScEd (Nat Univ of Lesotho), PGDE (Life Orientation) *cum laude* (RAU), BEd
Hons *summa cum laude* (UKZN), MEd *summa cum laude* (UKZN), PhD (UKZN)

Objectives and Functions

The objectives of the unit are to contribute towards whole school improvement, effect improvement in the personal/professional practice of teachers, provide opportunities for faculty members to become involved in action research, raise the community engagement and research profile of the Faculty of Education and provide undergraduate students with opportunities for research.

DRUG UTILIZATION RESEARCH UNIT (DURU)

Head Prof I Truter
BPharm, MSc, DCom (UPE), PhD (Potch)

Mission

The Drug Utilization Research Unit (DURU) at NMMU promotes, educates and informs all interested parties about the rational and cost-effective use of health care resources, with specific emphasis on the management of medicines.

Housed

Faculty of Health Sciences, Department of Pharmacy, Biology Building (12-02-57), NMMU (South Campus)

Objectives and functions

The primary aim of DURU is to be involved in research activities related to the rational and cost-effective use of health care resources.

The scope of activities include:

- Supervision of postgraduate students.
- Generation of research outputs, primarily but not exclusively peer-reviewed journal publications.
- Involvement in the training of health care staff and students in Drug Utilization, Pharmacoepidemiology and various aspects related to Pharmacy Practice, including workshops and short courses.
- Consultation services.

FAMILY BUSINESS UNIT (FBU)

Head Prof E Venter
BComHons, HDE (UOFS), MCom (Stell), MBA (Ghent), DCom (UPE)

Mission

To be the leading Family Business Unit in Africa through academic excellence, practical relevance, and the development and dissemination of knowledge and expertise in the field of family businesses

Housed

NMMU, Department of Business Management, Mainbuilding, Floor 11, Room 12, South Campus

Objectives and Functions

In striving to achieve this mission, the NMMU Family Business Unit undertakes to:

- Become the driver and leader of family business research, consultation and training in Africa.
- Value diversity and recognise differences in abilities, beliefs, cultures, education, gender, and professions.
- Build partnerships and business affiliations that contribute to the core purposes of the Unit.
- Create a platform to share knowledge and best practices with family businesses.

- Assist family business leaders and/or managers all over Africa to grow and to prosper by offering executive programmes, workshops, short courses, high-quality research, and consulting.
- Be at the forefront, both nationally and internationally, in producing high-quality research outputs that are published in the top academic journals of the world.
- Gain recognition for the field of family-business research as an independent field of study, in the corporate sector, government, and academia.
- Be the only African university to participate in the global STEP (Successful Transgenerational Entrepreneurship Practices) project.

FRICTION PROCESSING RESEARCH UNIT (FPRU)

Interim Director Prof DG Hattingh
N Dip Mech Eng, NH Dip Mech Eng, M Dip Tech Mech Eng (PET), PhD (Plymouth), Reg Eng Tech, Pr Tech (Eng), MSAIMEchE

Mission

The Unit aims to support the NMMU's mission, to identify and serve the needs of the international/national friction processing community by contributing to sustainable development through high quality research, technology development and continuing human resource development. The scope of the entity's activities include: Expanding the boundaries of technology by means of technology analysis and innovation to align research outputs with industry needs; Engage in research to grow knowledge in the field of friction processing with a focus on process optimisation, modelling and material characterisation; Advancement of existing research infrastructure with good student supervision.

Housed

The Unit is housed in the Faculty of Engineering, the Built Environment and Information Technology.

HIV & AIDS RESEARCH UNIT

Director Director: Dr Rosemary Chimbala Kalenga
PhD (Ed. Management); M. Ed (Ed. Psych); Hon. Ed (Teaching and Learning);
Advanced Certificate in Education (Mathematics) (Cumlaude); Dip. in teaching

Vision

To be a unit recognised for its leadership role in driving a sustainable comprehensive response to the HIV & AIDS pandemic.

Mission

To promote and sustain a collaborative response to the HIV & AIDS pandemic through governance, teaching and learning, research, community engagement and service provision.

Underlying Principles

The unit underpins the values, educational purpose and philosophy of the NMMU.

Objectives, role and functions

The HIV & AIDS unit provides leadership and support in the development and promotion of:

- HIV & AIDS Teaching and Learning for staff and students.
- Community engagement, advocacy and HIV & AIDS awareness.
- The Creation and sustainability of an environment that supports research and scholarship in the area of HIV & AIDS.

Housed

The Unit is located in the Psychology Building, South Campus.

RESEARCH AND OUTREACH UNIT FOR TECHNOLOGY EDUCATION (ROUTE)

Head Dr H Lombard
BSc, HDE, BScHons, MSc (UPE), PhD (Plymouth), ASAIRAC,
SACNASP(Pr.Sci.Nat)

Mission

The Research and outreach Unit for Technology Education (RoUTE) is actively engaged in scholarly activities to advance technology education within the internal and external community both nationally and internationally.

Housed

The Unit is housed in the Faculty of Engineering, the Built Environment and Information Technology, Room C252, C-Block, North Campus.

Objectives and Functions

The aims of RoUTE are to:

- Develop human resources skilled in technology education at the post graduate level.
- Cultivate a diverse community of technology education researchers who can think and work multi-disciplinary with the ultimate aim of improving their teaching and learning efficiency and experiences.
- Contribute to multi-disciplinary research with the view to enable new research and development between Engineering, Information Technology, Science, Mathematics, the Built Environment and Education.
- Formulate principles and models for advancing the teaching and learning scholarship community;
- Re-engineering the curriculum to accommodate the HEQC framework taking cognizance of the SANTED project outcomes;
- Developing curriculum materials and assessments that enhance design, learning and productivity. Further develop educational management as a field of study, focus area and practice concerned with the operation of educational organisations;
- Promote empowerment of previously disadvantaged communities within the various fields of technology education.
- Promote and propagate good practices and techniques in teaching;
- Enhance staff awareness of their own teaching, thereby leading to reflective teaching and innovations in teaching for effective learning; and
- Promote equality and participation of woman within Technology Education.

SCIENCE, MATHS AND TECHNOLOGY EDUCATION UNIT (SMATE)

Head Prof A du Plessis
HDE (PETC) with distinction, BA (UPE) *cum laude*, MEd (Rhodes Uiversity) *cum laude*, PhD (NMMU)

Science, Mathematics and Technology Education

The theme focuses on Language and SMT education; improving teaching, learning and assessment in SMT, SMT literacy; Indigenous Knowledge systems and SMT education; Environmental education and Education for Sustainable Development; diffusion of and challenges pertaining to implementation of ICTs for teaching, learning and assessment in SMT Technology and Integrated Computer Technologies (ICTS-Computers) in education; Blended and Online learning; and Curriculum and Teacher Development in SMT education.

The mission and the purpose of the SMATE Unit are to:

- **Contribute towards improvement in Science, Mathematics and Technology Education in South Africa:** The unit aims at providing research and developmental programmes to encourage and assist teachers to effect positive social and educational change in their immediate environments and spheres of influence through SMT teaching and learning.
- **Provide opportunities for staff at the NMMU to become involved in research and development projects:** The expertise of interested staff members will be channeled and supported within the unit to provide meaningful inputs into SMT education. This approach will facilitate and encourage engagement, developmental and research opportunities and, as such, should help to increase both research outputs and engagement activities.

- **Raise the community engagement and research profile of the Faculty:** Members engage in projects in collaboration with schools, teachers, education departments, NGOs and funding bodies. These activities raise the community engagement profile of the Faculty and provide opportunities for both faculty members and students to become involved in research projects based on community engagement for higher degree and/or for publication purposes.

Objectives

- To contribute towards improvement in Science, Mathematics and Technology Education in South Africa,
- To provide opportunities for staff at the NMMU to become involved in research and development projects, and
- To raise the community engagement and research profile of the Faculty of Education.

SUSTAINABILITY RESEARCH UNIT (SRU)

Head Prof C Fabricius
 PhD (UCT)

Mission

The Sustainability Research Unit develops the capacity for the sustainable management of ecological, social and economic systems through user-inspired research, training and policy contributions.

Housed

The Unit is housed on the 1st Floor in the Research Building at NMMU's George Campus.

UNIT FOR ECONOMIC DEVELOPMENT AND TOURISM (UFEDT)

Director Prof RJ Haines
 MA (Univ Natal), PhD (Univ London)

Mission and Vision

The Unit will operate as a specialised research unit within the Faculty of Business and Economic Sciences which will provide the structure and needed to conduct research, training and consultation outputs supportive of the Vision and Mission of the Nelson Mandela Metropolitan University relevant to the transformation and development of local communities, the empowerment of staff and graduates, and the acceleration of sustainable economic development in the Eastern Cape, South Africa and the African Continent.

Housed

The Unit is located within the Department of Development Studies, Faculty of Business and Economic Sciences, Main Building, South Campus, 11th Floor Office 1101.

Objectives and Functions

The Unit will support, facilitate, conduct and disseminate research relative to economic and development planning within the Faculty while encouraging scholarly activity of a basic or applied nature in areas of study accommodated within the Faculty. The Unit will also serve as a locus for the stimulating of departmental research, attracting research funds and enhancing the research experience of the faculty, lecturers, students, and visiting scholars. In pursuit of this objective, the Unit will establish links and strategic partnerships with donors, research institutions and development agencies locally and globally.

UNIT FOR HIGHER EDUCATION INTERNATIONALISATION IN THE DEVELOPING WORLD (UHEIDW)

Head Dr Nico Jooste
BA (UP), BAHons (UFH), MA (RAU), PhD (UFS)

Mission

Unit for Higher Education Internationalisation in the Developing World is the research and engagement arm of NMMU's Office for International Education. The Unit focuses on current higher education (HE) internationalisation activities, practices and approaches around the world, specifically in the developing and emerging world. Given South Africa's position and role in Africa and the BRICS, specific focus will be paid to the African continent and BRICS countries.

Housed

Office for International Education, Building 87 (Goldfields South), NMMU South Campus.

Functions and objectives

Unit's research objectives are to conduct research on practices, approaches and theories of HE internationalisation and develop new and more equitable practices and approaches appropriate for the developing and emerging world. In addition, the Unit will engage with universities, research institutions, academics, researchers and experts from South Africa, Africa, BRICS and other countries on research projects and research collaboration aimed at the transformation of higher education internationalisation globally.

In terms of the engagement objectives, the Unit will focus on promotion of HE internationalisation in the developing and emerging world, offer training and courses in HE internationalisation and organise talks, presentations, workshops, conferences and colloquiums for students, practitioners and experts in this field. The unit will also engage with post-graduate students interested in HE internationalisation and provide guidance, supervision and bursaries.

UNIT FOR POSITIVE ORGANISATIONS (UPO)

Head Prof MR Mey
NH Dip (Mgt Prac) (PET), BCom (UPE), BComHons (UNISA), MTech (PET),
DTech (HRM) (NMMU), MIPM, RPP

Mission

Our mission is to inspire and enable leaders to build high-performing organizations that bring out the best in people. We are a catalyst for the creation and growth of positive organizations

Housed

The Unit is housed in the School of Industrial Psychology and Human Resource Management

Objectives

- **Engagement**
To act as an organisational catalyst by developing organisational leaders and employees of industry to view the organisational world through a positive lens and to live and lead accordingly.
- **Research**
Creating a research platform for researching positive phenomena in organisations. Our domains of research are Positive Leadership, Organisational Well-being, Meaning and Purpose, Ethics and Virtues, Organisational Trust, High Quality Relationships and Culture in an organizational setting.
- **Lecturing**
Exposing students of NMMU to the theory and academic relevance of Positive Organisational Scholarship (POS) in organisations.

VISUAL METHODOLOGIES FOR SOCIAL CHANGE UNIT (VMSCU)

Head Prof N de Lange
 DEd (UPE)

Mission

The *Visual Methodologies for Social Change Unit* in the Faculty of Education is a research entity that strives to advance the study of visual and participatory methodologies (photovoice, participatory video, digital archives, performance in community-based work) in education settings.

Housed

The Unit is housed in the Faculty of Education, South Campus

Objectives and functions

The objectives of the research-intensive and community engagement unit are to do the following:

- Contribute to the study of visual and participatory methodologies in general: The unit aims to promote the use of photovoice, participatory video, digital archives and performance in community-based-participatory research.
- Provide opportunities for staff at the NMMU to become involved in research projects: The expertise of interested staff members will be channeled and supported within the unit to provide meaningful inputs into education projects. This approach will facilitate and encourage engagement as well as promote developmental and research opportunities and, as such, should help to increase both research outputs and engagement activities.
- Raise the community engagement and research profile of the Faculty: Engaging in projects in collaboration with schools, Education departments, NGOs and funding bodies will raise the community engagement profile of the Faculty and also provide opportunity for both faculty members and students to become involved in research projects for higher degrees and/or for publication purposes.

The unit will achieve its objectives through

- *Use* of established and new *research projects*.
- *Supervision* of postgraduate degrees, i.e., master's and doctoral research.
- *Generating financial income* for the Faculty and University, in the form of direct funding, postgraduate student subsidy and subsidy for publications.
- *Creating research and engagement* opportunities for the Faculty of Education.

ACADEMIC SUPPORT UNITS**CENTRE FOR ACADEMIC ENGAGEMENT AND COLLABORATION (CAEC)**Objectives and functions

- To facilitate and provide strategic direction for the academic engagement activities of the NMMU in line with its vision, mission, value statements and focus areas.
- To serve as a catalyst in the development of collaborative partnerships between the NMMU and its external community.
- To support the provision of graduate placement, work integrated and service learning opportunities for students.
- To facilitate and support NMMU community development and outreach projects with marginalised and under-served communities.

HIGHER EDUCATION ACCESS AND DEVELOPMENT SERVICES (HEADS)Mission of Unit

HEADS aims to be a valued centre of excellence that provides sought after institution-wide and research-led services and programmes that focus on optimizing student and staff potential and contribute to higher education transformation.

CENTRE FOR ACCESS ASSESSMENT AND RESEARCH (CAAR)Objectives and functions

To contribute to broadening access and optimising the development of students by:

- Developing and following fair and equitable admission policies, assessment practices and decision-making processes.
- Conducting research and disseminating information through publications, reports, conference presentations, and workshops to inform admissions criteria and assessment practices, student development, access initiatives, and educational planning.

CENTRE FOR TEACHING, LEARNING AND MEDIA (CTLM)Objectives and functions

The main purpose of the CTLM is to:

- Enhance the quality of the teaching and learning provided and the assessment practices followed by academic staff through offering workshops, seminars and focused interventions.
- Orientate new academic staff to the teaching, learning and assessment practices promoted at the NMMU.
- Facilitate student development through programmes aimed at enhancing retention, academic and life skills, and language and writing development.
- Provision of turnkey AV technological solutions in support of teaching and learning and the administration of the university

STUDENT COUNSELLING, CAREER AND DEVELOPMENT CENTRE (SCCDC)Objectives and functions

- To support and enhance wellness and the holistic growth and development of students through co-involvement of the campus community.
- To assist students in identifying and enhancing learning skills which help in effectively meeting their educational and life goals.
- To provide guidance and counselling to students experiencing personal adjustment, vocational, developmental, or psychological problems that require professional attention.

OFFICE FOR INSTITUTIONAL PLANNING

Mission

Our mission is to be a strategic resource for the leadership of Nelson Mandela Metropolitan University in seeking to promote excellence in all aspects of the university, most particularly its vision of generating cutting-edge knowledge for a sustainable future. To achieve this, we adopt a transformative, evidence-based approach to strategic planning, institutional research, management information systems, and institutional performance monitoring and evaluation. This involves providing decision-making support to executive management through sophisticated data analyses, developing and maintaining a cycle of institutional research studies, and contributing to institutional transformation through strategic planning processes and systems.

ACADEMIC PLANNING

Objectives and functions

Our mission is to enable the University to achieve excellence across its academic programmes and organizational systems and processes, through the development, facilitation and provision of academic planning processes that support the University's leadership, academic and professional support staff in the core processes of academic planning and the design and delivery of learning programmes, as well as the provision of effective professional support services.

MANAGEMENT INFORMATION

Objectives and functions

The purpose of this Unit is to direct the effective and efficient provision of management information in order to guide institutional strategic planning and decision-making processes in a manner that is responsive to the demands of the external regulatory environment for Higher Education in South Africa as determined by the Ministry of Higher Education and Training, the Higher Education Quality Committee, Higher Education South Africa, and other role-players. This Unit aims to support executive management in their decisions by modelling future trends through interpretive data analysis techniques, performing statistical analyses of data, developing comparative data and benchmarks in respect of other higher education institutions, and managing timeous and accurate student, staff and space HEMIS submissions in accordance with statutory requirements.

QUALITY ADVANCEMENT

Objectives and functions

The Quality Advancement Unit strives to promote awareness and initiatives around quality assurance within the institution and its various organisational units, so that NMMU can achieve its strategic priorities with respect to institutional innovation and excellence and the provision of a quality learning experience for all learners. The Unit works with both academic and administrative departments and sections in the design and implementation of quality assurance processes that address both internal and external requirements and benchmarks in a manner that is commensurate with the complex challenges facing higher education. To promote a culture of continuing quality enhancement, the Unit facilitates capacity development within the institution in the context of the core academic responsibilities of teaching, learning, research and engagement, as well as academic and non-academic support services.

TRANSFORMATION, MONITORING AND EVALUATION

Objectives and functions

The purpose of this Unit is to provide ongoing strategic and policy support and advice to the Office of the Vice-Chancellor and MANCO on the pace and efficacy of institutional transformation. This will be achieved through ongoing implementation monitoring and outcomes evaluation of the transformation dimensions identified in the strategic plan to enhance improvement, accountability, organisational learning, dissemination of information, and the alignment between strategic goals and the Vision of NMMU.

ARTS AND CULTURE

Arts and Culture focuses on the holistic development of students by creating opportunities for their participation in the arts. Arts and Culture provides an environment in which students are able to exercise and develop their need for cultural and artistic expression. It aims at introducing the NMMU to a wider South African community as an institution with a responsibility towards community development and which has a commitment to addressing past imbalances in the arts.

Activities include: First Year's Concert, Campus Life Festival, Isisusa Music festival, Public Speaking, Light Entertainment, Dance and Drama Performances, Debating, Visual Art, Music Concerts for the external and internal NMMU communities.

The Department organises a variety of concerts and events for the community with both local and international artists.

LIBRARY AND INFORMATION SERVICES

NMMU has a centralised library and four branch libraries in Port Elizabeth and a branch library in George. Library and Information Services (LIS) are open during office hours and after hours on weekdays as well as Saturdays and Sundays at selected branches.

Membership - NMMU students and staff are entitled to free membership of LIS upon registration as a library user. Outside persons, subject to certain conditions, may apply as members. LIS provides an effective and efficient lending service of library materials between the five Port Elizabeth NMMU campus libraries.

Information Resources – In order to support teaching, learning and research, LIS has acquired over 389,613 titles (559,559 volumes, including e-books), plus 27,386 electronic serial titles. We also subscribe to 731 print serials titles (magazines, journals, newspapers, abstracts and indexes) and provide access to 121 online databases.

Inter-Library Loan (ILL) - Through Inter-Library Loan Services, library users can obtain materials not available at NMMU LIS from other South African libraries or from overseas. This service is offered to all registered NMMU BTech, honours, master's and doctoral students and staff.

Information and Training Services - A team of Librarians provides a people-centered quality information service that helps users with their research and course projects. Scheduled and on-demand training sessions in the use of information resources include:

Generic training for undergraduate students
Subject specific training for postgraduate students and researchers
Training on the Go – at the point of need
After house training for working students

LIS web site (<http://library.nmmu.ac.za>) provides information to current and potential users about LIS' services, facilities, events and information resources. Users have access via the web site to the online catalogue, online databases and other electronic resources.

Facilities

- One online system for all branches
- Computer work stations for accessing Internet and library electronic resources
- Information Commons (South campus) – a comfortable study, reading and computer area
- Research Commons – (South Campus and North Campus) – a comfortable area for postgraduate students and staff to do their research.
- Photocopiers, printers and scanners
- Wireless access
- Services to students with special needs (personal computers with text-enlarging software and magnifiers)

Regulations - Information brochures explaining all rules, services and facilities are available in the library, at registration and also on the staff and student portals, the intranet and internet.

LANGUAGE POLICY OF THE UNIVERSITY**1. PREAMBLE**

The Language Policy of the Nelson Mandela Metropolitan University (NMMU) is designed to be consistent with Sections 6 and 29(2) of the Constitution of South Africa, Section 27(2) of the Higher Education Act of 1997, the National Plan for Higher Education of 2001, the report from the Council on Higher Education, July 2001 ("Language Policy Framework for South African Higher Education"), and the report from the Gerwel Committee, January 2002, on the position of Afrikaans in the university system. The nature and spirit of these national policy documents suggest that the acceptance of the linguistic realities of South African society by incorporating the principles of multilingualism can only lead to communicative empowerment and the optimisation of our country's intellectual potential. In the context of the geographical area served by the University, this would mean the appropriate and sensible utilisation of established proficiency in the languages best known to learners, coupled with the enhancement of academic skills in English as the predominant language of tuition and assessment. At the same time, it embraces the imperative to develop and promote the isiXhosa language and culture and to ensure as far as possible the retention and strengthening of Afrikaans as an established language of scholarship and science.

The Language Policy will be:

- (i) sensitive to the educational, cultural and language background of students,
- (ii) responsive to the changing language needs and circumstances of the staff and students, inclusive, and
- (iii) non-discriminatory.

The Language Policy seeks to be in consonance with the NMMU's Vision, Mission and Values Statement. This will be done through the recognition of the linguistic and cultural needs of the University's diverse communities, the eradication of all forms of unfair language discrimination (in accordance with the Constitution and the Bill of Rights) and the promotion of equal access to knowledge by providing for the development of multilingual skills.

2. GLOSSARY OF TERMS

"Additive multilingualism" means the appropriate utilisation of established proficiency in the languages best known to learners in the process of enhancing academic skills in English or another target language.

"Council" means the Council of the Nelson Mandela Metropolitan University.

"English second language student" means a student who took English as a second language in Grade 12.

"Multilingual" means:

- (i) the ability to use more than one language;
- (ii) the actual use of more than one language; or (iii) tolerance towards the use of more than one language.

"Functional multilingualism" means selecting an appropriate language for communication purposes, with due respect to the requirements of the situation and the proficiency of the interlocutors (partners in the communication context). The implication is that not all official languages need to be used in equal measure for all domains and at all levels of usage, so that certain functions may be performed only in English, others only in isiXhosa or in Afrikaans, others in all three languages, etc.

"Official language" means any one of the languages recognised as such by Council.

"Primary language" means the language in which an individual is most proficient, which is generally the language spoken at home.

3. A COMMITMENT TO MULTILINGUALISM

Council, senior management, all staff and students are required to adopt a tolerant approach and a preparedness to give effect to the principles of functional and additive multilingualism through the implementation of this policy.

4. GUIDING PRINCIPLES

The Language Policy is designed:

- (i) to promote diversity, equity and reconciliation;
- (ii) to be constitutional and in consonance with the Language Policy for Higher Education;
- (iii) to be responsive to the needs of the university's constituency;
- (iv) to be sensitive to the changing language needs and circumstances of the staff and students;
- (v) to be academically justifiable, inclusive, non-discriminatory and practicable.

5. FLEXIBILITY AND TOLERANCE

It is accepted that the success of this policy is dependent on the adoption, throughout the institution, of a tolerant, flexible approach to matters concerning language and the recognition of the value of language in communicating clearly and providing unimpeded access to knowledge.

6. THE OFFICIAL LANGUAGES OF THE NMMU

The official languages of the NMMU will be English, Afrikaans and isiXhosa and its corporate image must reflect this lingual identity.

7. LANGUAGE USE FOR COMMUNICATION

For practical reasons and to avoid duplication, the language of internal governance and of administration will be English.

7.1 Internal written communication

- Documentation submitted to decision-making bodies, such as Council, Senate, Faculty Boards, committees, etc., as well as minutes, agendas and such like will be in English.
- Contributors to University publications, both paper-based and electronic, may use the language of their choice, but English gist summaries are recommended to encourage the furtherance of multilingualism.
- In notices to staff and students, the principle of multilingualism will be applied in as far as is practicable.

7.2 Internal oral communication

English is regarded as the default language for meetings, with the proviso that the principle of functional multilingualism will apply when appropriate.

7.3 External written communication

- The language used for general external correspondence aimed at a cross-section of language speakers will be English.
- However, where the language preference of an individual or body is known, communication will be in that official language as far as is practicable.
- Official documentation that has legal implications for the institution will be available in English only.
- General documentation of an informative nature (e.g. for marketing purposes or explaining health matters) circulated to students and the public will increasingly be made available in all three official languages.

7.4 External oral communication

In verbal communication with members of the public, employees of the NMMU should establish the language preference of a member of the public at initial contact and honour such preference inasmuch as it is feasible.

8. TEACHING, LEARNING AND ASSESSMENT

- While English is an international language of communication in science and in business, and is the preferred medium of teaching, learning and assessment in most programmes (with the exception of language and literature departments where other languages are studied), it is the primary language of not more than one third of the NMMU's students.
- Whereas it is a major objective to ensure optimal access to language-mediated knowledge, two avenues to achieve this objective need to be pursued:
 - (i) Effective literacy in English, by means of which all students should acquire the ability to communicate through the spoken and written word in a variety of contexts - academic, social, and in their future careers in this language; and

(ii) Optimum use of students' primary language (if not English) to ensure cognitive assimilation into the university sphere of knowledge acquisition.

These two aims should be pursued through an appropriate programme of language development based on additive multilingualism.

- Where assessment is conducted in English, allowances may be made for English second language (see Glossary) and English foreign language students.
- If the language needs in a particular programme and practical considerations (such as the language ability of lecturers, external examiners and students, class size and composition and infrastructure) warrant it, a faculty board can be requested to allow isiXhosa or Afrikaans to be used as the language of teaching and assessment. However, the choice of language must not have a negative impact on access for other language groups.
- Where an entire class shares Afrikaans or isiXhosa as first language, teaching and assessment may be conducted in that language, subject to the ability of the lecturer.
- Language departments will be able to determine the language to be used in their respective units.
- To ensure internal coherence, the teaching and assessment policies of the NMMU must be in equilibrium with the language policy.

9. SIGNAGE

All three official languages will be used to generically identify offices and facilities.

In deciding on the language used for the generic component of names of buildings or facilities (if applicable), the criterion of functionality must be applied. The principle of multilingualism could be exercised by alternating the language in cases where multiple signs for the same entity are required.

10. THE DEVELOPMENT OF ISIXHOSA AS AN ACADEMIC LANGUAGE

- Resources should be made available to develop and expand the isiXhosa language for educational and technological purposes as required.
- Staff and students should be made aware of the value and importance of such development.
- The development of these resources should not detract from the importance of maintaining and developing resources in Afrikaans and English.

11. TRAINING AND CAPACITY BUILDING

The NMMU will support the development of training programmes which enhance the capacity of employees and students to become proficient in any of the official languages.

12. LABOUR RELATIONS

The principle of functional multilingualism and recognition of the language rights of the employee will be maintained in respect of service contracts, letters of appointment, notifications, explanatory documents (e.g. with reference to pension benefits).

13. IMPLEMENTATION OF THE LANGUAGE POLICY

A joint Senate Management Committee, consisting of relevant stakeholders in the University community, will be appointed and be responsible for overseeing the implementation of the Language Policy.

The University acknowledges that the implementation of this policy may give rise to uncertainties in its practical application from time to time. For that reason, the University commits itself to playing a supportive role in assisting staff to meet their commitments in terms of the policy. The Implementation Committee is empowered to issue guidelines at the request of individual staff members and/or faculties to serve as guidelines on how this policy should be applied.

ADMISSION POLICY OF THE UNIVERSITY

1. PURPOSE

The purpose of this policy is to spell out how the Nelson Mandela Metropolitan University (NMMU) gives effect to its commitment to enrolling students based on academic merit and fostering equity of access, opportunities and educational outcomes through its approach to admissions and the criteria employed in making an admission decision. In this regard, the policy addresses the principles that underpin NMMU's approach to student admissions, the setting of admission requirements, and the admissions process.

2. DEFINITION OF TERMS

Access “The widening of access to higher education is an equity-driven concern and relates to the strategies and procedures that an institution undertakes to make its educational services accessible to a diversity of students” (Council for Higher Education, 2004, ITL Resource No. 3. Access & Admissions, p. 3). In order for access to be meaningful, students who gain access must have a reasonable possibility of succeeding in their studies. To this end, Osborne and Gallacher (2004) conceptualise access as consisting of three components, namely, “getting in, getting through, and getting on” (p. 11). This implies that universities should:

- a. have flexible admissions criteria, pathways/articulation routes and admissions procedures and processes in place (getting in);
- b. respond to a diversifying student body by aligning the programmes, services, approaches to curriculum development, teaching and learning that it has in place to enable students to persist at their studies and graduate (getting through); and
- c. educate students for life and work in the 21st century (getting on).

Access Routes A range of access or entry routes to Higher Education (HE) studies should be in place. These include access assessment/testing, bridging/access programmes, Recognition of Prior Learning (RPL), and articulation possibilities between programmes and institutions.

Admissions Requirements Minimum admissions requirements for qualifications offered at HE institutions are legislated nationally (see section 3.2.3). Furthermore, HE institutions may set additional admission requirements for specific programmes.

Admissions Management This entails the policies, systems, procedures, structures and staffing that are in place to manage the admission, selection, placement and streaming of students. This includes student recruitment, processing applications, making admissions decisions and admissions offers, and integrating admissions offers with other services (e.g., financial aid, student housing) as well as the provision of student support.

Capping In some undergraduate and postgraduate programmes, the number of first-time entering applicants that are admitted has to be limited/capped in accordance with:

- a. The enrolment plan agreed to with the Department of Higher Education and Training (DHET).
- b. Available resources, infrastructure and staff capacity.
- c. Prescriptions of professional bodies.

Therefore, Senate and Council approve the capping of student numbers in specific programmes annually. In view of this, applicants are made aware that meeting the minimum admission requirements does not guarantee acceptance.

Enrolment Management Enrolment refers to the regulation and management of admissions. HE institutions develop enrolment plans and reach agreement with the DHET regarding enrolment targets, which includes equity targets. Institutions then institute procedures and processes to manage their enrolments according to the agreed targets.

Placement As part of the admissions process, should an applicant not be admitted to a mainstream programme, he/she could be placed in an extended, articulation or developmental programme, where relevant.

Selection To meet enrolment targets, especially in programmes with a limited intake or with very specific admissions criteria (e.g., in some professional programmes), selection is undertaken. Selection needs to be done in a transparent way using published selection criteria and a process which is sensitive to achieving equity and redress.

Streaming Where a range of cognate programmes (e.g., Higher Certificate, Diploma, and Degree) are available in the discipline/career focus for which an applicant has applied, an applicant who is unsuccessful for one programme could be offered an admissions place in a cognate programme.

3. CONTEXT

Admission to study at NMMU is informed and guided by:

- a. The *Constitution of the Republic of South Africa*, national policies and legislation pertaining to promoting equity of access and outcomes and admission requirements.
- b. NMMU's Vision, Mission, Values, Strategic Priorities and Vision 2020 Strategic Planning Framework.
- c. Related NMMU policies such as the *Recognition of Prior Learning Policy*, the *Readmission to Undergraduate Programmes Policy*, the *Teaching and Learning Policy* and the *Master's and Doctoral Degrees Policy*.

3.1 Equity, Redress, Diversity and Access for Success

In the *Bill of Rights* contained in Chapter 2 of the *Constitution of the Republic of South Africa* (Act 108 of 1996), it is indicated in paragraph 29 (1) that all South Africans have the right "(a) to basic education ... and (b) to further education, which the state, through reasonable measures, must make progressively available and accessible". Building on this, in the *Education White Paper 3* (2007) one of the focus areas in higher education is identified as being "an inequitable distribution of access and opportunity for students and staff along lines p. 8)¹. Consequently, "equity and redress" is identified as being a fundamental principle in terms of providing opportunities for students to gain access to higher education studies and to be successful in such studies (*Education White Paper 3*, 2007). This is echoed in the *National Plan for Higher Education in South Africa* (2001)² in that it is indicated that higher education institutions need to "promote equity of access and fair chances of success to all who are seeking to realise their potential through higher education, while eradicating all forms of unfair discrimination and advancing redress for past inequalities" (p. 6). As reflected in this statement, the onus on NMMU is to broaden access in a responsible way as students who

¹ Department of Education (2007). *Education White Paper 3: A Programme for the Transformation of Higher Education*. Pretoria: Department of Education.

² Department of Education (2001). *National Plan for Higher Education*. Pretoria: Department of Education.

are admitted should have a reasonable chance of succeeding in their studies and actualising their potential.

Furthermore, promoting social equity and redress enables NMMU to enrol a diverse student body which creates a vibrant “diverse intellectual and social”³ learning environment that enriches the quality of the student learning experience, intellectual debate and “greater social cohesion in our deeply fractured society” (Badat, 2011, p. 7)³.

3.2 Legislative, Regulatory and Policy context

3.2.1. *White Paper for Post-school Education and Training*⁴

The South African post-school system requires expansion and diversification to meet the training and HR development needs of our society. Consequently, the *White Paper for Post-School Education and Training* was released by the Department of Higher Education and Training (DHET). Among the key objectives outlined in the White paper are to develop “a post-school system that can assist in building a fair, equitable, non-racial, non-sexists and democratic South Africa”, “a single, coordinated post-school education and training system”, and to achieve “expanded access, improved quality, and increased diversity of provision” (p. xi). The White Paper sets out a vision for a transformed post-school system which ... will be more equitable, much expanded and more diverse” (p. xvii-xviii) with a view to contributing to economic growth and development as well as reducing poverty.

The Higher Education sector is one of the key role players in the post-school system in South Africa. As such, NMMU needs to be responsive to broadening access and articulation opportunities to learners from the envisaged expanded post-school system as a means of contributing to our country’s development agenda.

3.2.2 *Higher Education Act:*

Section 37(4) of the *Higher Education Act*, Act 101 of 1997 as amended, makes provision for universities, with the approval of Council and Senate, to determine their admission requirements. These requirements must be transparent in that they must be published and must be sensitive to facilitating access for a diverse range of students that have the potential to succeed.

3.2.3 *Minimum admission requirements:*

Applicants must meet the minimum admissions requirements that have been legislated for all the programme types included in the Higher Education Qualifications Sub-Framework^{5,6}(HEQSF). Furthermore, minimum admission requirements for Higher Certificate, Diploma and Degree programmes based on different qualifications on Level 4 of the National Qualifications Framework (NQF)⁷ and for international/foreign school-leaving qualifications⁸ have been gazetted and must be complied with when admitting applicants to undergraduate programmes. In addition, Section 37(4) of the *Higher Education Act*, Act 101 of 1997 as amended, makes provision for universities, with the approval of Council and Senate, to determine additional admission requirements (over and above the statutory minimum admission requirements) for each programme.

3 Badat, S. (2011). University access and admissions. *Insight : Higher Education South Africa*, 3, p. 4-9.

4 White paper for post-school education and training. *Government Gazette*, 15 January 2014, No. 37229. Access from www.gpwonline.co.za and from www.dhet.gov.za

5 *Higher Education Qualifications Sub-Framework* (Government Gazette, No. 36003, 14 December 2012).

6 *Minimum Admission Requirements for Higher Certificate, Diploma and Degree Programmes* (Government Gazette, No. 31231, July 2008).

7 *Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor’s Degree Programmes requiring a National Senior Certificate* (Government Gazette, No. 27961, August 2005) and *Minimum Admission Requirements for Higher Certificate, Diploma and Degree Programmes Requiring a National Certificate (Vocational) at Level 4 of the National Qualifications Framework* (Government Gazette, No. 32743, 26 November 2009)

8 *Committee of University Principals: Requirements and Conditions for Matriculation Endorsement and Issuing of Certificates of Exemption to Bachelor’s Degree Studies* (Government Gazette, No. 31674, 5 December 2008).

3.2.4 Enrolment Planning

Enrolment to universities is regulated through six-year enrolment plans (or as otherwise required) that universities submit and agree to with the Department of Higher Education and Training. University subsidies are partly linked to enrolment targets. In developing the enrolment targets a number of variables are used such as undergraduate and postgraduate numbers; enrolments per faculty and in scarce and critical skill areas, and enrolments by race, gender, class and geographical location. Furthermore, enrolment plans also take available resources and staff capacity into account. Enrolment planning is linked to admission in that the number of students enrolled in a year is shaped by the agreed upon enrolment plans.

3.2.5 Key strategies that focus on building capabilities of individuals and the South African economy and society

When determining the nature of the qualifications into which students are admitted and also NMMU's enrolment plan, imperatives related to responsiveness to economic and societal needs in the following national and provincial strategic plans and strategies are *inter alia* taken into account:

- a. *National Development Plan Vision for 2030*⁹
- b. *National Research and Development Strategy (NRDS)*¹⁰
- c. *Ten-Year Innovation Plan (TYIP)*¹¹
- d. *Draft Strategy for Human Capital Development for Research, Innovation and Scholarship*¹²
- e. *Department of Higher Education and Training (DHET) Strategic Plan: 2010/11 - 2014/15*¹³
- f. *Department of Science and Technology (DST) Strategic Plan: 2011-2016*¹⁴
- g. *Eastern Cape Provincial Industrial Development Strategy (March 2010)*¹⁵

3.3 NMMU Context

NMMU's approach to the admission of students is underpinned and guided by its Vision, Mission, Values and research themes and focus areas. The Vision 2020 Strategic Planning Framework positions NMMU as a responsive and engaged institution that contributes to a sustainable future through *inter alia* providing access and equality of educational outcomes to a diverse range of students with the potential to succeed academically, and especially for those groups that were historically disadvantaged or continue to be disadvantaged and under-represented (e.g., rural students). In addition, in accordance with NMMU's value of Excellence and linked to Vision 2020 strategic goals related to student access, emphasis is placed on attracting a greater number of academically talented students from diverse backgrounds to NMMU while still catering for students who are less well prepared, but talented academically.

The way in which NMMU promotes academic merit, equity of access and redress in its admission of students is outlined in the sections below.

9 National Planning Commission, National Development Plan Vision for 2030
<http://www.npconline.co.za/medialib/downloads/home/NPC%20National%20Development%20Plan%20Vision%202030%20lo-res.pdf>

10 http://www.info.gov.za/otherdocs/2002/rd_strat.pdf

11 <http://www.info.gov.za/view/DownloadFileAction?id=94066>

12 Department of Science and Technology (DST), Draft Strategy for Human Capital Development for Research, Innovation and Scholarship, December 2012

13 <http://www.dhet.gov.za/LinkClick.aspx?fileticket=k4aKtPbYHds%3D&tabid=36>

14 <http://www.dst.gov.za/index.php/resource-center/strategies-and-reports>

15 <http://www.dedea.gov.za/Policies/Eastern%20Cape%20Provincial%20Industrial%20Development%20Strategy.pdf>

4. POLICY STATEMENT

Subject to legislation and higher education policy (see section 3), and mindful of its vision, mission and values, NMMU seeks to enrol students who have the potential to succeed at the higher education level. Furthermore, NMMU actively seeks to enrol a student body that reflects the broad diversity of cultural, linguistic, ethnic, socio-economic and educational backgrounds, locally, regionally and nationally. NMMU further seeks to enrich the diversity of its student body through a process of internationalisation by drawing students from other African countries, as well as from the wider international community.

NMMU is committed to both attracting increasing numbers of academically talented students and broadening access to its academic and research programmes through a variety of strategies by increasing the participation rates of students from historically disadvantaged and non-traditional educational backgrounds, from working class and rural backgrounds, of women, and of students in under-represented fields of study. NMMU also provides access to students with disabilities¹⁶ based on academic merit and within the context of the university's ability to make reasonable provision for such students.

NMMU is mindful that access to education is a basic human right enshrined in the *Constitution* (see section 3.1). However, this has to be balanced by the availability of resources to ensure that NMMU can provide the students that it enrolls with the necessary teaching, learning and research resources so that they are provided with a quality learning experience and to enable them to successfully complete their studies. For this reason, enrolments in some programmes may be limited (see section 5.6).

To guide the implementation of this policy statement, eleven underpinning principles have been developed.

5. UNDERPINNING PRINCIPLES

The following principles¹⁷ underpin the implementation of NMMU's *Admissions Policy*:

5.1 *Procedures for the recruitment of students to NMMU are clear and explicit and are implemented consistently and professionally.*

Ways in which effect is given to this principle include targeted marketing and recruitment strategies, and the availability of scholarships, bursaries and merit awards to attract qualifying applicants. For undergraduate admissions, while targeted marketing and recruitment strategies are largely aimed at Grades 10 to 12, for under-represented groups (e.g., rural learners) such strategies are implemented earlier, the admissions process is unpacked, and assistance is provided to complete and submit application forms.

5.2 *NMMU's promotional materials are accurate, relevant, current, and accessible, and provide information that will enable applicants to make informed decisions about their study options.*

In terms of equity and redress, ways in which this principle is demonstrated include having promotional materials available in print and electronic forms, school visits and career fairs/exhibitions, advertisements, and through subject choice workshops and career guidance for school learners (some of which is achieved through empowering Life Orientation

¹⁶ Note: NMMU is working progressively towards enhancing access for students with disabilities. Disabled applicants are offered a place if they meet NMMU's admission requirements and whatever additional requirements that may be necessary to ensure that reasonable accommodation can be made. The nature and extent of the individual's disability as well as the learner resources available to support the disabled student at NMMU are considered by the Disability Unit in collaboration with the relevant programme coordinator/HoD to determine whether NMMU is able to offer reasonable accommodation or not. Such decisions are made on an individual basis.

¹⁷ These principles have been significantly informed by the Quality Assurance Agency for Higher Education (QAA) (2006), Code of Practice for the Assurance of Academic Quality and standards in Higher Education. Section 10: Admissions to Higher Education. Can be accessed from www.qaa.ac.uk

educators) and career counselling for students. Where a minimum number of student enrolments are required for a programme to be presented, such information is made known in advance with clear closing dates for the submission of applications.

5.3 To broaden access, a range of access and articulation routes are available and information on them is provided to applicants.

This principle is demonstrated through the availability of preparatory, bridging and articulation programmes some of which may be offered by Technical and Vocational Education and Training (TVET) Colleges, in incubator schools, as short learning or research capacity building programmes, as Summer/Winter Schools, or as extended programmes. As a comprehensive university, access to NMMU is enhanced by students who enter qualifications at a lower HEQSF level being able to advance to different programme types and/or higher level qualifications through the application of articulation rules¹⁸ between programmes. Furthermore, mature and non-traditional students can obtain information about and gain access to studies through NMMU's recognition of prior learning processes¹⁹.

5.4 To promote equity of access, admissions criteria and procedures are sensitive to the different starting points of applicants and seek to include those with the potential to succeed.

Effect is given to this principle by:

- a. The admissions requirements to the various programmes offered by NMMU consisting of both the statutory admission requirements²⁰ as well as additional requirements for admission to specific programmes approved by Senate²¹.
- b. Encouraging applications from applicants who meet both the statutory and specific admissions requirements. Nonetheless, NMMU also makes provision for various forms of alternative access/admission routes into its academic programmes. Alternative admissions routes are provided through satisfactory performance on admissions assessment measures²², interviews, portfolio presentations, submission of a research proposal, the use of Senate's Discretion admission²³, the application of a policy and procedures for the recognition of prior learning¹¹, and programme articulation agreements/rules.
- c. In addition, should applicants not meet the requirements to be admitted to a certain programme type, they could be streamed²⁴ into a related programme type, if available.
- d. In terms of equity and redress, NMMU actively markets its different undergraduate access and admission routes among schools, Technical Vocational Education and Training (TVET) Colleges, Community Colleges, parents, learners and Life Orientation educators. In terms of the postgraduate access and admission routes, these are marketed to

¹⁸ These are contained in the relevant programme rules in the *Prospectus* of each faculty. Articulation rules are guided by progression and articulation stipulations in the HEQSF.

¹⁹ Refer to NMMU's *Recognition of Prior Learning Policy*. (D/365/08)

²⁰ See section 3.2.3

²¹ See the relevant sections on general and specific admission requirements to programmes and modules in the relevant faculty *Prospectus*; or the *General Information and Admission Requirements for Undergraduate Programmes*; or the *General Information and Admission Requirements for Postgraduate Programmes*.

²² For undergraduate admissions, the access assessment battery used is linked to core entry level competencies that are required to succeed at higher education and is not based on the outcomes of one specific school leaving qualification. For postgraduate admissions research knowledge and competencies, discipline-specific knowledge, or suitability for a career or profession may be assessed.

²³ Senate's discretionary admission, which is granted to an applicant who has not met the minimum requirements for degree/diploma studies but who demonstrates in an assessment process approved by Senate that he/she is suitable for degree/diploma studies or has completed a recognized Access course or a Foundation programme. (<http://www.hesa-enrol.ac.za/mb/faq.htm>).

²⁴ This is based on school and access test performance as well as career interests in the case of undergraduate programmes and on previous academic performance and career interests for postgraduate students.

students at NMMU, at other universities and the public through various marketing campaigns.

5.5 *Transparent, research-informed admission requirements are published and applied consistently during the admissions decision-making process.*

NMMU's admission requirements:

- a. Comply with legislative and regulatory requirements.
- b. Are informed by research and are as appropriate and valid as possible.
- c. Are transparent and sensitive to both the need to broaden access as well as to admit a diverse range of students with the potential to succeed²⁵.
- d. Are formally approved before they can be applied (see Appendix A and B for a flowchart of the approval process for undergraduate and postgraduate qualifications respectively)
- e. Are published annually, internally and externally.

To enhance the consistency and accuracy of admissions decisions, capacity building opportunities are provided to staff involved in the admissions process. In addition, regular audits and reviews are conducted to ensure that admissions requirements are applied consistently (see also section 5.10).

5.6 *While NMMU's approach to admissions is one of inclusivity, to meet equity-based enrolment targets and where places in programmes are capped/limited, selection mechanisms are made public. As there are normally more applications than places available, entry to these programmes may be competitive and for this reason the selection process is conducted in a confidential way*

NMMU's admission requirements and processes are designed to include a diverse range of students (see section 4, 5.3 and 5.4). Nonetheless, as indicated in section 3.2.4, NMMU's enrolment plan contains equity-based enrolment targets, which are responsive to national strategic priorities. Furthermore, as indicated in section 2 and in 3.2.4, in some undergraduate and postgraduate programmes, the number of first-time entering applicants that are admitted is capped/limited. Consequently, where certain groups are under-represented in a programme and where the number of students to be admitted to a programme is capped, NMMU applies selection mechanisms when making admissions offers in these programmes. When determining selection mechanisms care is taken that they facilitate equity and redress rather than enforcing past/present privilege or promoting elitism and that NMMU's internationalisation strategy is taken into account. The selection mechanisms must be approved by the Faculty Management Committee, reported to the Admissions section, and be published. In this way applicants are made aware that meeting the minimum admission requirements does not guarantee acceptance whilst being informed of the transparent selection mechanisms and that the process is conducted in a confidential way, with due regard to the applicant's right to request reasons for a rejection. Selection mechanisms should be implemented in such a way that they expedite rather than delay applicants being informed of the outcome of their application and that selection decisions are appropriately recorded.

5.7 *When deciding on the admission of students to master's and doctoral studies, the admissions requirements are considered together with available resources and the alignment of the applicant's proposed research with institutional and faculty research themes*

²⁵ An example of how this is put into effect is that applicants that do not meet the direct admissions requirements for undergraduate studies could be given a further opportunity to demonstrate their ability to succeed at higher education studies through an assessment process. Applicants' school/academic performance needs to fall in a certain range for them to be given a further opportunity to gain admission. This range is provided in marketing materials and in the relevant faculty *Prospectus*.

While NMMU is committed to enrolling increasing numbers of students in master's and doctoral programmes, care is also taken to ensure that the academic department/faculty has the necessary supervisory capacity and research and teaching expertise available to guide the student through the research and learning process to successfully complete the qualification. Furthermore, consideration also needs to be given to the availability of appropriate research laboratories, where relevant, and research funding. NMMU's research agenda is focused on key institutional and faculty research themes/areas and alignment of the applicant's research focus with these themes is preferable. Consequently, other than meeting the admission requirements, consideration is given to available supervisory, infrastructure and funding resources as well as alignment of the applicant's proposed research focus with the institutional/faculty research themes before an admissions offer is made.

5.8 *The admissions processes is conducted efficiently, consistently, fairly, professionally and courteously according to fully documented operational procedures that are readily accessible to all those involved in the admissions process, both within and without the institution, including applicants.*

NMMU's admissions procedures are designed to be simple, efficient and fair and staff members discharge their duties courteously, professionally, ethically and as consistently as possible during the recruitment and admissions process. The procedures are documented in *Procedures for Implementing NMMU's Admission Policy for Undergraduate Programmes* and in NMMU's *Master's and Doctoral Degrees Policy*.²⁶ Flowcharts of the undergraduate, honours, and master's and doctoral admissions processes are provided in Appendix C, D and E respectively. More detail is also provided in section 7.

To ensure efficiency, in instances where final results are not yet available, pre-final results for the school-leaving qualification or the prerequisite prior higher education qualification are used when making an initial admissions offer. Prior to registration, the onus is on the applicant to furnish the university with all the necessary documentation confirming their final results and attainment of a school-leaving qualification or the prerequisite prior higher education qualification.

Procedures are in place in Academic Administration for responding to applicants' queries about an admission decision, complaints about the admissions process and to ensure that all staff members involved with admissions are familiar with the policies and procedures. The procedures are documented in *Procedures for Implementing NMMU's Admission Policy for Undergraduate Programmes* and in NMMU's *Master's and Doctoral Degrees Policy*.

5.9 *Procedures are in place for informing applicants and staff on what grounds appeals against the outcome of an admissions decision may be considered and how applicants' appeals are considered and responded to.*

Procedures are in place in Academic Administration for informing applicants on what grounds and how they can appeal an admissions decision. An applicant must appeal in writing to the Admissions office. Appeals are considered by an individual/committee involving staff not directly involved in the original decision. The Admissions Office communicates the outcome of the appeal to the applicant. Specific detail on appeal processes is contained in the *Procedures for Implementing NMMU's Admission Policy for Undergraduate Programmes* and

²⁶ The NMMU Honours Degree Policy, which will include a section on the admissions process, is being developed. In the interim, the principles outlined in the **Admissions Policy** and the flowchart of the admissions process in Appendix D should be used.

in NMMU's *Master's and Doctoral Degrees Policy*. In the case of undergraduate students applying to transfer to a programme in another faculty, the appeal will be considered by the Admissions Committee. In the case of Honours applications, the appeal is dealt with by the Faculty Management Committee (FMC).

5.10 Successful applicants are provided with relevant information about their studies and how to access and optimise the learning support available.

Effect is given to this principle by:

- a. Informing prospective students at the time an initial admissions offer is made of the obligations placed on them (e.g., that they must inform Admissions of their final school-leaving or course marks for a prior higher education qualification).
- b. Informing prospective students timeously of any significant changes to a programme made between the time an initial admissions offer is made and registration is concluded, and advising them on its implications and if relevant, of the options available in these circumstances.
- c. Providing successful applicants with information about the registration and orientation of new students and the range of support and holistic development opportunities that NMMU provides.

5.11 The integrity of admissions information, systems and processes is ensured by implementing quality control procedures.

Examples how this principle is demonstrated include:

- a. Quality control procedures that are in place during the admissions process (e.g., computer system validation reports).
- b. After each admissions cycle, conducting regular audits and reviews of student admissions, selection mechanisms, the admissions process and the data that have been captured, and quality assurance interventions instituted by NMMU.
- c. The role played by the NMMU Admissions Committee and the NMMU Postgraduate Studies Committee in reviewing the admission process and decision-making standards.

6. APPLICANTS' RIGHTS AND RESPONSIBILITIES

Throughout the admissions process outlined in section 5 and spelt out in more detail in the *Procedures for Implementing NMMU's Admission Policy for Undergraduate Programmes* and in NMMU's *Master's and Doctoral Degrees Policy*, **the applicant has the right to expect that:**

- NMMU will apply the published admissions principles, criteria and procedures.
- Their application will be processed in a careful and fair way based on principles that are consistently applied during an admissions cycle.
- They will not be discriminated against based on race, ethnicity, nationality, gender, sexuality, religion, disability or age.
- They will receive the outcome of their application within a reasonable time-frame.
- Should their application be unsuccessful, they have a right to seek information about why the application was unsuccessful and appeal the decision.
- Should their application to their first-choice programme be unsuccessful, they could request to be considered for an alternative programme.
- Where their application is successful, that NMMU will provide them with information regarding the submission of final marks and registration requirements.

Applicants to NMMU also have certain **responsibilities**, which, if they are met, will ensure that applications are processed and admissions decisions are reached as soon as possible. Applicants need to **accept responsibility to:**

- Read the instructions on the Application Form carefully before completing and submitting their application.
- Complete the Application Form honestly and accurately.
- Provide complete and verified supporting documentation with the application where requested²⁷.
- Where previous post-school studies have been undertaken, complete academic records/transcripts must be submitted along with a statement of good conduct.
- Accept the conditions as set out in the *Declaration by applicant* (section F of the Application Form)

7. EQUITY OF ACCESS AND SUCCESS

NMMU's commitment to promoting equity of access and enrolling a diverse student body is evident both prior to and beyond the admissions process. To contribute to the preparation of high school learners for university studies, NMMU partners with schools to provide summer and winter schools in gateway subjects, enhance mastering Mathematics and Science in Grades 10 to 12, provide educator in-service training, career fairs, and school visits, for example.

As NMMU is working progressively towards enhancing access for students with disabilities, applicants with a disability are encouraged to disclose this on their application form. This ensures that in addition to considering the admission requirements to the programme applied for, additional requirements that may be necessary to ensure that reasonable accommodation can be made can also be considered. This enables the University to evaluate the nature of the reasonable accommodations that will be needed to support a disabled applicant's learning and whether such accommodations can be made. Failure on the part of applicants to disclose a disability may impact on the University's ability to make reasonable accommodations for them.

Once admitted, students are provided with effective support and capacity-building opportunities to enable them to cope with the demands of their academic programmes and to prepare them for the demands of their work and life²⁸. This support includes developmentally-focused assessment of student needs; academic development and co-curricular programmes; foundational/fundamental modules and resources; research capacity development; writing development and guidance on upholding academic integrity in all scholarly activities; accessing language editing; access to computers and the Internet; library and information services; peer-facilitated learning in small groups; counselling and career guidance; and effective teaching and learning practices that *inter alia* facilitate epistemological access.

NMMU also assists students, who have the potential to succeed academically, to access research funding and financial aid from bursaries and loans that are made available by NMMU as well as by other sources. By means of the strategies outlined in this section, NMMU endeavours to create a supportive learning environment so that students that are admitted have the opportunity to achieve to their potential and complete their programmes successfully. As students need to take co-responsibility for their learning experience, they need to exercise responsibility to make use of the support and development opportunities that NMMU provides.

²⁷ An applicant who submits a document in support of their application, which contains a false statement, is altered or forged, will be prosecuted both criminally as well as in terms of the Student Disciplinary Code. The findings of the Disciplinary Committee will be communicated to all tertiary institutions in the country.

²⁸ Refer to NMMU's *Teaching and Learning Policy* for more information in this regard.

8. IMPLEMENTATION OF ADMISSIONS POLICY

As indicated in section 5.7, in reaching a decision on admission, NMMU makes use of an admissions process that is fair and transparent.

Detailed admissions procedures²⁹ for implementing the *Admissions Policy* for undergraduate and postgraduate admissions are documented separately. Academic Administration is responsible for making these documents accessible to applicants and all those involved in the admissions process.

In implementing the *Admissions Policy* cognisance is also taken of general and faculty specific rules and related policies³⁰.

The following role players are responsible for affecting various aspects of the admissions process:

a. Executive Deans

- i. Directing mechanisms for broadening access to programmes in the faculty.
- ii. Directing enrolment planning in the faculty as well as equity-based admissions target setting.
- iii. Directing the setting and approval of admission requirements.
- iv. Directing the mechanisms for selecting applicants in limited intake/capped programmes.
- v. In exceptional circumstances making a decision to admit a meritorious late applicant.
- vi. In exceptional circumstances, in consultation with the HoD/DoS, adjusting the approved cap for a programme during an intake.

b. HoDs/Programme Coordinators/Heads of Programmes

- i. Proposing the overall admissions requirements and subject requirements (where relevant) for a programme and submitting them for approval to relevant committees.
- ii. Proposing admission requirements stipulated by professional or external accrediting bodies and submitting them for approval to relevant committees.
- iii. Proposing alternative selection mechanisms, where relevant.
- iv. Approval of testing bands and access assessment standards for undergraduate applicants admitted on the basis of school and access assessment results.
- v. Identifying programmes where targeted groups are under-represented and/or where enrolment must be capped and proposing selection mechanisms in these programmes to the Faculty Management Committee³¹.
- vi. Making admissions decisions for postgraduate applicants and for undergraduate applicants with further or additional education and training or for transferring students.

c. Admissions Officers

- i. Making direct entry admissions decisions to undergraduate programmes based on:
 1. Statutory requirements

²⁹ A Central Applications System (CAS) is being developed nationally. The CAS will receive all applications for undergraduate university study and distribute them to the universities that applicants indicate. Universities will still be responsible for making admissions decisions. CAS will be phased in over the next decade and currently does not impact on NMMU's undergraduate admissions procedures.

³⁰ *Inter alia* the *Recognition of Prior Learning Policy* and the *Readmission to Undergraduate Programmes Policy*. The *Readmission Policy* is applied when readmitting and registering or refusing readmission to returning undergraduate students each year.

³¹ *The Management Information section supplies data to guide capping and the identification of programmes where targeted groups are under-represented. The Centre for Access Assessment and Research (CAAR) can assist in the design of selection mechanisms and processes.*

2. Composite point score
3. Subject requirements
- ii. Such decisions may also require implementing selection mechanisms approved by the Faculty Management Committee where the new intake into a programme is capped or where the number of admissions of applicants from under-represented groups needs to reach a specific proportion.
- iii. Referring applicants for undergraduate studies whose composite point score falls in the testing band to CAAR for access assessment.
- iv. Consulting with HoDs and Programme Coordinators regarding the application of admissions criteria, particularly in difficult cases.
- v. Regularly communicating with HoDs and Programme Coordinators regarding the number of applicants accepted, the requirements of professional or external accrediting bodies, and regarding applicants with further studies and transferring students.
- vi. Ensuring that quality control measures are in place and are adhered to for the purposes of data and decision-making integrity.

d. CAAR Consultants

- i. Development of profile-based access assessment standards for undergraduate programmes.
- ii. Advising academic departments on testing bands, admissions criteria and selection approaches.
- iii. Admissions decisions to undergraduate programmes based on approved access assessment standards.
- iv. Admissions decisions to undergraduate programmes based on approved access assessment standards and other relevant information, such as relevant work experience and other studies, in conjunction with the HoD/Programme Coordinator if necessary.
- v. Consulting with HoDs and Programme Coordinators regarding the application of admissions criteria, particularly in difficult cases.
- vi. Communicating with HoDs and Programme Coordinators regarding the profile of students accepted/placed after CAAR testing and the range of developmental recommendations made.
- vii. Ensuring that quality control measures are in place and adhered to for the purposes of test data and decision-making integrity.

e. Departmental Selection Panels

Informed by the principles underpinning NMMU's approach to admissions outlined in section 5, these panels are responsible for:

- i. Proposing and gaining approval for the selection process to be used.
- ii. Determining and gaining approval for the composition of selection panel and the frequency of the panel's meeting dates.
- iii. Putting mechanisms in place to ensure that the decision-making process is fair and transparent.
- iv. Communicating the admissions decisions to the Admissions Office.

f. Faculty Management Committees

The Faculty Management Committees are responsible for:

- i. Instituting enrolment planning.

- ii. Determining the number of students that can be accommodated in each programme in the faculty, on the basis of which caps are proposed to the Executive Committee of Senate, where appropriate.
- iii. Approving selection criteria, mechanisms and processes to be used in programmes where selection is required.
- iv. Where appropriate, approving the composition of a departmental selection panel and the date by when the selection process will be concluded.
- v. Using data provided from Management Information, monitor the number of students admitted throughout the admissions process.
- vi. Dealing with admissions appeals where the admissions decision has been made by a HoD/DoS.

g. Office for International Education

- i. Receive applications for international applicants
- ii. For undergraduate applications. The Office for International Education works in collaboration with Admissions to effect admissions decisions.
- iii. For postgraduate applications, the Office for International Education refers the application to the relevant HoD/DoS for a decision.

h. Disability Unit

The Disability Unit is responsible for:

- i. Identifying prospective applicants who have confirmed disabilities, in conjunction with school principals and NMMU Marketing and Corporate Relations, and advising them of the assistance that can be provided.
- ii. Together with Student Counselling, Career and Development Services, faculties and other relevant stakeholders exploring the most appropriate career choices for prospective applicants.
- iii. Consulting with HoDs and Programme coordinators regarding reasonable accommodation concessions, assistive devices and study material conversion requirements for prospective applicants.
- iv. Providing additional information (e.g., regarding Braille or JAWS screen proficiency, mobility, and assistive devices) to Admission Officers, CAAR consultants, Departmental Selection Panels and HoDs, where relevant, that can assist in reaching an admissions decision.
- v. Once admitted, issuing accommodation letters to students and introduction letters to HoDs and Programme coordinators.
- vi. Regularly communicating with HoDs and Programme coordinators regarding the number of students accepted and disabilities involved.
- vii. Adhering to all aspects with regard to confidentiality.

i. Admissions Committee

As a committee of Senate, the Admissions Committee:

- i. Provides guidance related to admissions decisions.
- ii. Considers and reaches decisions about undergraduate appeals in an ethical and transparent way.
- iii. Advises Senate on appropriate admission criteria and methods and mechanisms for managing capping targets or the admission of under-represented groups.
- iv. Submits reports to Senate regarding the efficiency of undergraduate admissions decision-making process and suggested improvements.

- v. Monitors the implementation of the *Admissions Policy* and the procedures for its implementation for undergraduate studies and suggests refinements when necessary.

j. Postgraduate Studies Committee (PGSC)

As a committee of Senate, the PGSC *inter alia*:

- i. Advises Senate on appropriate postgraduate admission criteria and methods and mechanisms for managing capping targets or the admission of under-represented groups.
- ii. Submits reports to Senate regarding the efficiency of postgraduate admissions decision-making process and suggested improvements.
- iii. Monitors the implementation of the *Admissions Policy* and the procedures for its implementation for postgraduate studies and suggests refinements when necessary.

k. Faculty Postgraduate Studies Committee (FPGSC)

The FPGSC *inter alia*:

- i. Ratifies postgraduate admissions decisions based on the recommendation of HoDs.
- ii. Considers and reaches decisions about postgraduate admissions appeals in an ethical and transparent way.

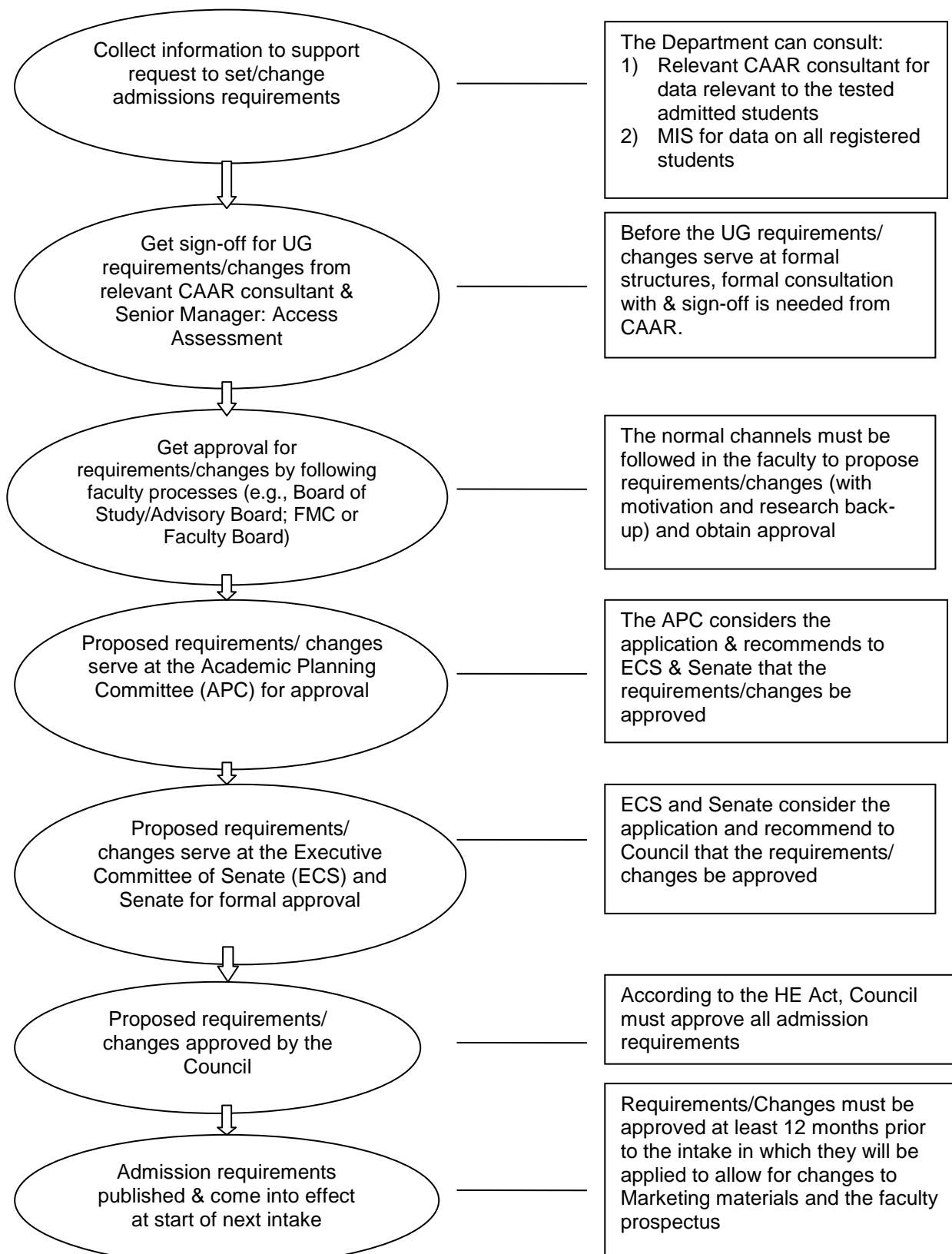
9. MONITORING IMPLEMENTATION OF, REVIEWING AND UPDATING THE ADMISSIONS POLICY

NMMU's Senate has established an Admissions Committee and a Postgraduate Studies committee *inter alia* to:

- a. monitor the admissions process and the consistency of admissions decision-making for undergraduate and postgraduate admissions respectively;
- b. ensure that the *Admissions Policy* and procedures for implementing it continue to support the vision, mission, values and strategic priorities of NMMU as well as national priorities, and that they remain current and valid; and
- c. advise Senate on matters related to the admissions policy, processes, standards and requirements and when necessary, make recommendations regarding changes and refinements to Senate via the faculty and institutional committee structures.

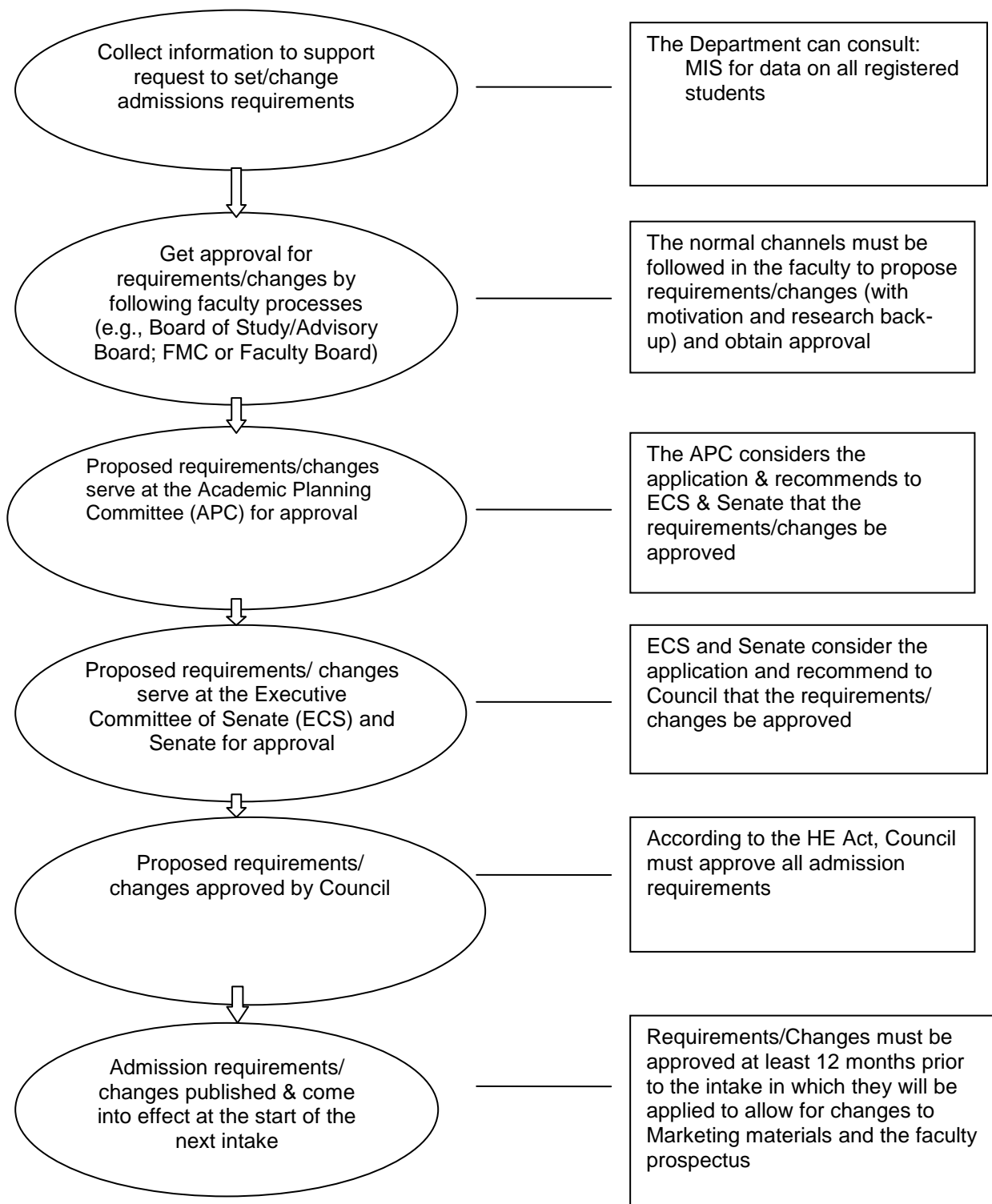
Appendix A

Setting/Changing Undergraduate Admissions Requirements: Process Followed

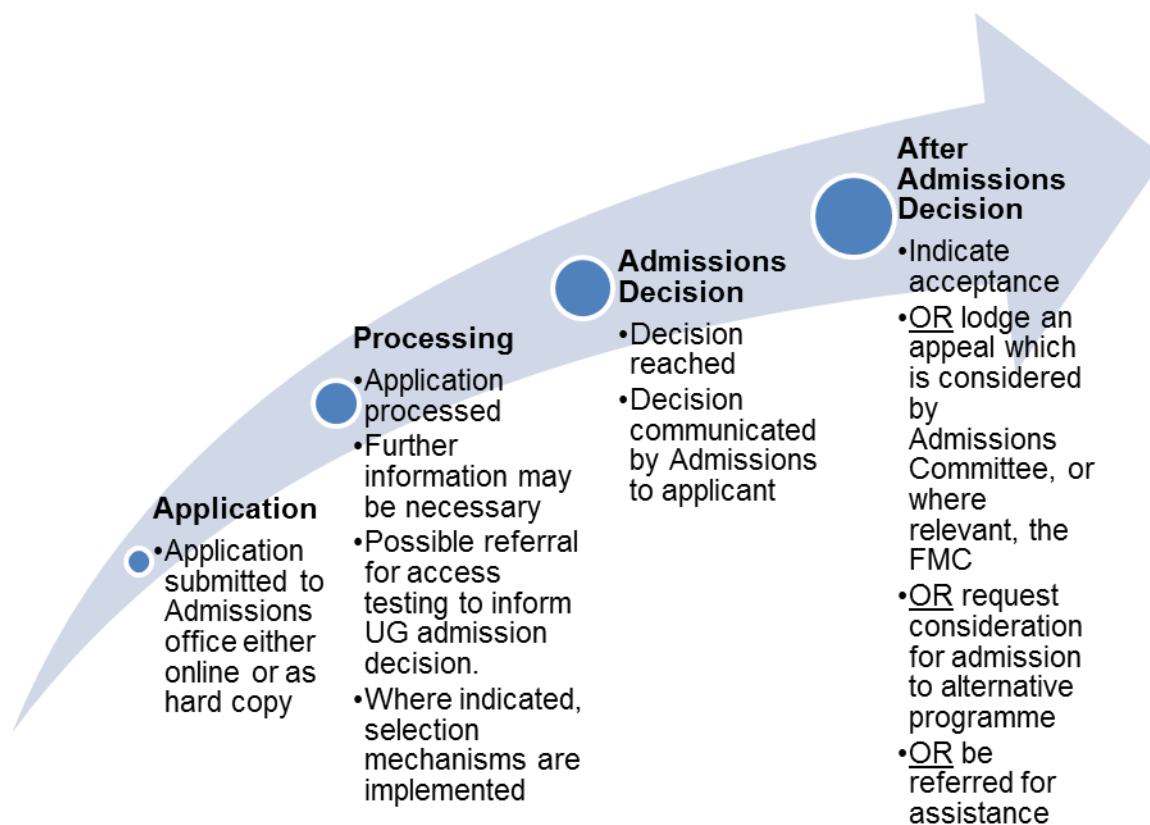


Appendix B

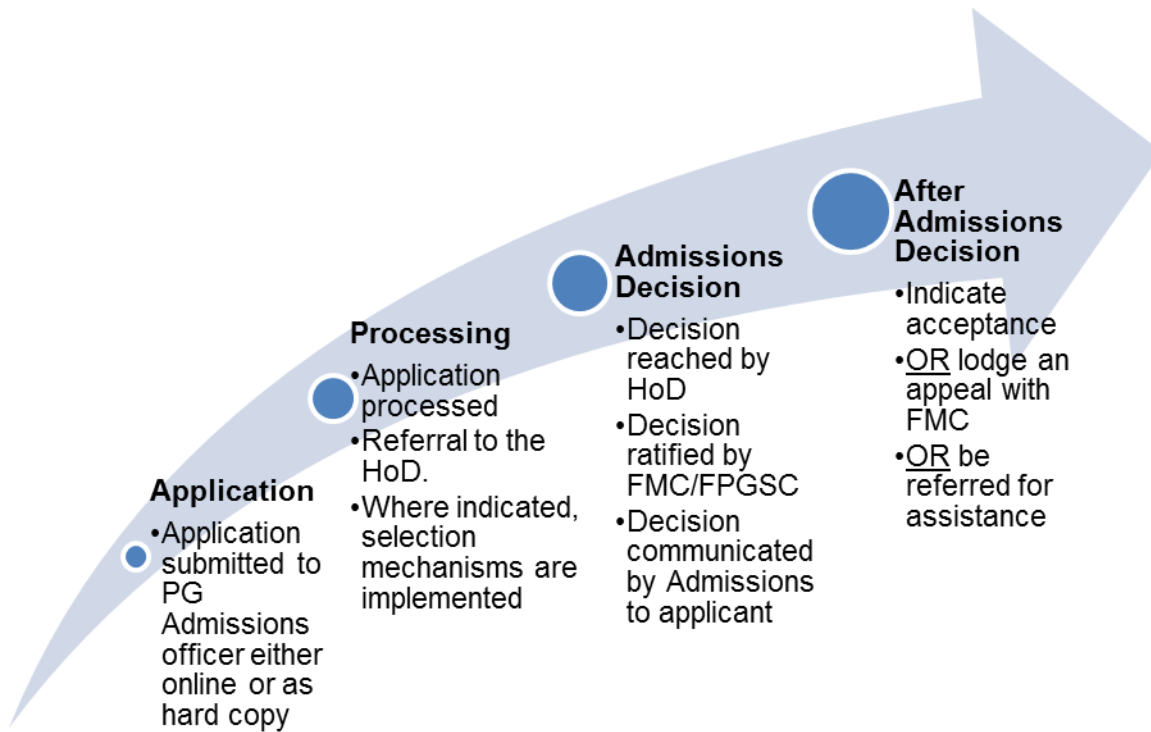
Setting/Changing Postgraduate Admissions Requirements: Process Followed



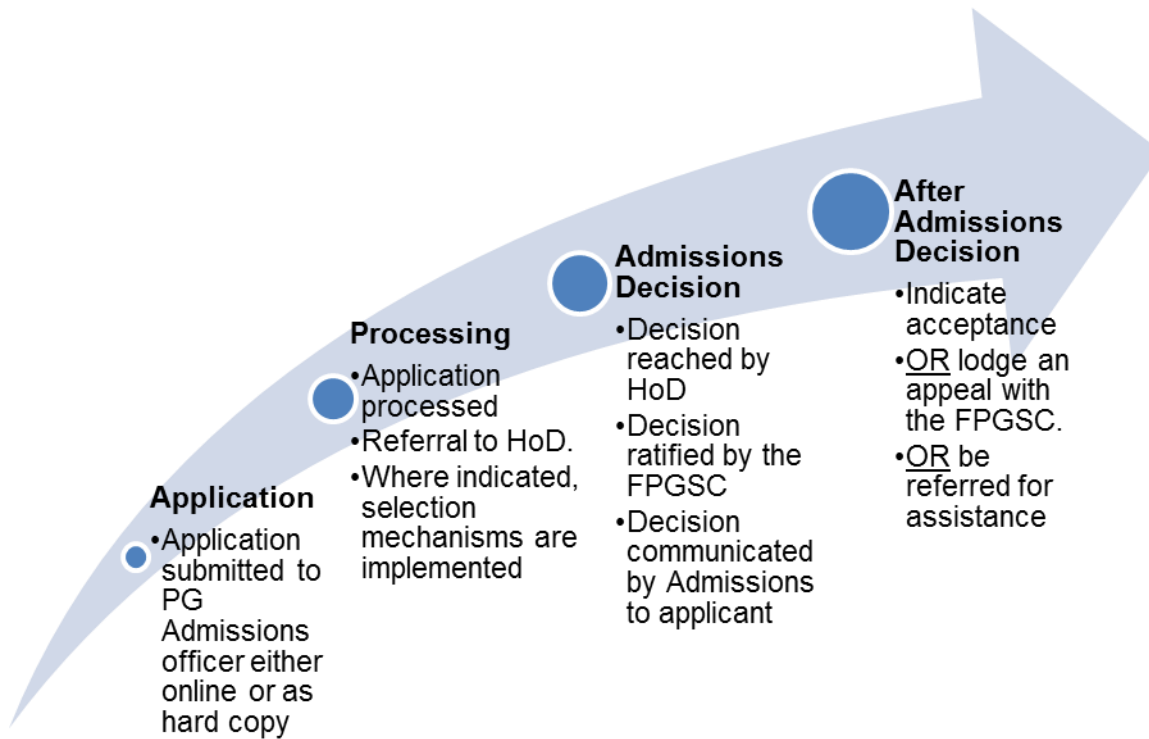
Appendix C
Flowchart of Undergraduate Admissions Process: Applicant's Perspective



Appendix D
Flowchart of Honours Admissions Process: Applicant's Perspective



Appendix E
Flowchart of Postgraduate Admissions Process: Applicant's Perspective



ADMISSION AND READMISSION TO UNDERGRADUATE PROGRAMMES

1. PURPOSE OF THE POLICY

Section 37(4) of the Higher Education Act, Act 101 of 1997 as amended, stipulates as follows:

- (4) *Subject to this Act, the Council may, with the approval of senate:*
- (a) *determine the entrance requirements in respect of particular higher education programmes;*
 - (b) *determine the number of students who may be admitted for a particular higher education programme and the manner of their selection;*
 - (c) *determine the minimum requirements for readmission to study at the public higher education institution concerned; and*
 - (d) *refuse readmission to a student who fails to satisfy such minimum requirements for readmission.*

The purpose of this policy is to indicate both the process by which Senate determines readmission requirements and who has the authority to refuse readmission to a student who fails to satisfy such minimum requirements for admission. The policy furthermore addresses where a student can obtain information on readmission requirements and the process to be followed to appeal a readmission refusal decision.

2. POLICY

2.1 Review of academic progress

Among the principles underpinning learning at the NMMU¹ is that lecturers have high expectations that students will succeed in their studies. Consequently, many learning and development opportunities are provided by lecturers and professional academic support staff to develop and assist students in their learning endeavours and to foster academic success. Furthermore, in accordance with sound educational practices related to enhancing academic success, procedures need to be in place to regularly review the academic progress of students. **Each Faculty Board must thus approve a process to review the performance of students at a module and/or programme level in their Faculty, submit the process to the NMMU Teaching and Learning Committee for approval, and monitor the implementation of the review process.** It is foreseen that for faculties to effectively manage the review of student progress, certain administrative processes might have to be collaboratively developed by the faculties and Faculty Administration. The review must be done regularly (so that lecturers/programme coordinators/Heads of Departments are better informed of the progress of students, and they could become aware of any personal, academic or other circumstances that might be negatively impacting on the progress of students). Where specific student needs and problems are identified, students should be referred to resources and professional services that can assist them (e.g., referral to Keys to Success workshop; Supplemental Instruction; Student Counselling, Career and Development Services; Financial Aid; Campus Health). It is the responsibility of the student to contact the support service that they have been referred to and to participate in the various development and support activities that could assist them to succeed academically.

¹ Policy on the Underpinning Principles of Learning Experience Provision and the NMMU Teaching and Learning Policy

2.2 Minimum Requirements for Readmission

Minimum requirements for readmission must be determined by faculties, submitted for approval to Senate and published in the faculty prospecti. **It is thus the responsibility of each Faculty Board to ensure that:**

- 2.2.1 The general principles for determining readmission rules contained in Appendix A are used as a guideline when determining the minimum requirements for undergraduate programmes in the faculty.
- 2.2.2 Readmission requirements for each programme (for all year levels) are determined, submitted for approval to Senate via the Academic Planning and Quality Committee, and published in the faculty prospectus. Faculty Boards may decide to determine generic readmission requirements for all or groups of programmes in the faculty instead of determining the requirements per programme. Generic faculty readmission requirements must also be submitted for approval to Senate via the academic Planning and Quality Committee and must be published in the faculty prospectus.
- 2.2.3 The attention of students is drawn to the readmission requirements during the registration process. This is especially important if a student's academic progress is unsatisfactory and conditions are placed on his/her readmission. In this instance, the Faculty Management Committee (FMC) in collaboration with Faculty Administration must determine the process to be followed to record the conditions for readmission on the student record and to notify the student of the conditions.

2.3 Process to determine if Readmission Requirements Have Been Met and to Refuse Readmission

The following process must be followed when reaching a decision that a student has not met the readmission requirements:

- 2.3.1 The performance of all students registered for a programme in a faculty must be reviewed against the readmission requirements. Unless the Faculty Board decides otherwise, this review will normally take place at the end of an academic year. The Faculty Officer will identify the students that do not meet the readmission requirements and discuss them with the Head of Department/Director of School/Executive Dean (whichever is applicable). The Head of Department/Director of School/Executive Dean has the delegated authority to refuse the readmission of students who have not met the readmission requirements.
- 2.3.2 The Head of Department/Director of School in collaboration with the Faculty Officer must convey the fact that readmission has been refused and the reasons for this in writing to the student. A copy of this letter must be attached to the Student Record. The Head of Department/Director of School must be able to provide the detailed information that informed the decision, should the decision to refuse readmission be appealed.
- 2.3.3 A student who has been refused readmission can apply to be enrolled in a different programme via the Admissions office provided that he/she had only been refused readmission on one occasion². The Head of Department/Director of School, (whichever is applicable) has the delegated authority to decide whether or not the student should be admitted. The decision is guided by whether the student meets the admissions requirements for the programme and possible additional information such as a recommendation from the CAAR assessment consultant regarding the student's results on the Access Assessment Battery, and/or a recommendation from a student counsellor regarding the alignment between the student's career aspirations and aptitude and the programme applied for. When

² If a student has been refused readmission more than once, he/she cannot apply for admission to a different programme.

deciding to admit the student, the Head of Department/Director of School may impose reasonable requirements that the student must meet in an attempt to enhance the chances that the student will be academically successful. The outcome of the application for admission must be communicated to and placed on the student's record by the relevant admissions officer.

2.4 Appeal procedure

The student has the right to appeal against a decision to refuse readmission. The appeal will normally be handled by the Faculty Management Committee, unless the Faculty Board determines that another faculty committee must consider the appeal. In the latter instance, the Faculty Board must determine the composition of the committee. The decision reached by the appropriate faculty committee regarding the readmission appeal will be final and no further appeal will be permitted.

The process followed to apply for, consider and deal with a readmission appeal is as follows:

- 2.4.1 A student must submit their appeal in writing on a prescribed readmission appeal form, with full motivation and supporting documentation, to the Faculty Administration by either the last day of the re-examination period or within five (5) working days of receiving notification of readmission refusal, whichever date is the latest. The Faculty Administration must forward the appeal, together with a copy of the student's study record and the letter in which the student was informed that he/she was being refused readmission, to the Faculty Management Committee.
- 2.4.2 The Faculty Management Committee will then handle the appeal where consideration could be given to factors such as:
 - (a) The student's academic record.
 - (b) The appropriateness of the reasons for the refusal to readmit the student
 - (c) Whether there are any special circumstances related to the student's unsatisfactory academic performance that should be taken into account and which could mitigate against refusing readmission
- 2.4.3 A statement of the outcome of the appeal and a motivation for the decision reached must be communicated to and placed on the student's record by the Faculty Administration.

3. APPLICATION OF THIS POLICY AND MONITORING OF IMPLEMENTATION

This policy is applicable to all students, academic lecturing staff and relevant administrative staff.

The Executive Dean of each Faculty must annually submit a report on the number of decisions to refuse readmission, and on the appeals lodged and how these were dealt with, to the NMMU Teaching and Learning Committee, whose responsibility it will be to review the application of the policy across the faculties, to report to the Executive Committee of Senate on the readmissions process annually, and to recommend revisions to the policy when necessary.

4. ABBREVIATIONS USED IN THIS DOCUMENT

| | |
|-------------|---|
| NMMU | Nelson Mandela Metropolitan University |
| HoDs | Heads of Departments |
| DoSs | Directors of Schools |
| FMC | Faculty Management Committee |
| CAAR | Centre for Access Assessment & Research |

APPENDIX A

GENERAL PRINCIPLES FOR DETERMINING READMISSION RULES FOR UNDERGRADUATE PROGRAMMES (*Excluding Honours & BTech*)

1. General Principles

The following general principles will apply:

- a) Faculties should consider not only a level (i.e., number of credits accumulated per year of registration) at which students are excluded, but also a range in which conditional readmission/warnings will apply;
- b) Faculties should have the discretion to determine the minimum credit value for readmission to a particular programme;
- c) In the light of all the factors that impact on students in their first year of study, students should normally be given a second chance, subject to possible conditional readmission/warnings;
- d) In terms of space constraints and the resultant capping of student numbers in certain programmes, the conditions attached to the readmission of a student who has made unsatisfactory progress after their first year of study, should be considered very carefully so that good students that are applying for the first time are not turned away;
- e) Where the maximum study period has been reached, but a student is close to graduating in that he/she only requires a few credits to graduate, the Faculty should have clear criteria in place to apply discretion to readmit the student;
- f) Faculties should have the discretion to deal with possible exceptions, including readmitting students not complying with the stated readmission requirements.

2. After the 1st year of registration

Students will normally be eligible for readmission to the 2nd year. Students who have obtained less than a specified number of credits (see *section 6*) will normally only be allowed to register for the next year subject to certain conditions. Such conditions may include being referred to the Student Counselling, Career and Development Center for assessment and intervention, limiting the modules for the next year and/or deregistration at the end of the first semester should defined performance requirements not be met. However, depending on certain circumstances in a particular programme, like space limitations, faculties can set minimum conditions for readmission to the 2nd year. In other words, students who have obtained less than a specified number of credits (see *section 6*) cannot be readmitted. Other options include the channelling of students to other programmes, career guidance, etc.

3. Subsequent years of registration (e.g. 2nd , 3rd, 4th year)

Students must have obtained a specified number of credits to be eligible for readmission (*direct readmission*). Students, who have obtained less than the credits required for direct readmission, but more than a specified number of credits, will be allowed to register for the next year subject to certain conditions (*conditional readmission*). Such conditions may include limiting the modules for the next year and/or deregistration of modules at the end of the first semester should the specified performance requirements not be met. Students who have obtained less than a specified number of credits will not be eligible for readmission to the same programme. Students who have been refused re-admission to their current qualification will only be allowed one further opportunity to change qualification. Students who had a break in studies of one academic year or more will be required to re-apply for admission.

4. Maximum period of study

4.1. Full time: The following maximum periods of study are allowed for full-time students:

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

4.2. Full time Extended Programmes: The following maximum periods of study are allowed for full-time students in extended programmes:

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

4.3. Part Time: The following maximum periods of study are used as a guideline for part-time students taking due cognisance of personal circumstances:

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

5. Maximum period of study exceeded

In the event that a student exceeds the maximum allowable period of study, the student will only be readmitted under special circumstances (e.g. when the student, with due consideration of his/her academic record, is likely to complete his/her qualification by the end of the year).

6. Progress-based readmission criteria in table format

6.1. Full time students

The following template serves as an example to be used by faculties for full time students:

| Period of Registration | 3 year programme (360+ credits) | | | 4 year programme (480+ credits) | | |
|------------------------|---------------------------------|--------------|-----------------------------------|---------------------------------|--------------|-----------------------------------|
| | No action | Conditions | No readmission | No action | Conditions | No readmission |
| After 1 year | *72+ | Less than 72 | None | 80+ | Less than 80 | None |
| After 2 years | 144+ | 80 – 143 | Less than 80 | 160+ | 120 – 159 | Less than 120 |
| After 3 years | 216+ | 150 – 215 | Less than 150 | 240+ | 200 – 239 | Less than 200 |
| After 4 years | 288+ | 240 – 287 | Less than 240 | 320+ | 280 – 319 | Less than 280 |
| After 5 years | | | All, unless special circumstances | 400+ | 360 – 399 | Less than 360 |
| After 6 years | | | | | | All, unless special circumstances |

(*Note: The credit values indicated serve as a guideline only)

6.2. Full time students in extended programmes[#]

The following template serves as an example to be used by faculties for full time students in extended programmes:

| Period of Registration | 4 year programme (360+ credits) | | | 5 year programme (480+ credits) | | |
|------------------------|---------------------------------|------------|-----------------------------------|---------------------------------|------------|-----------------------------------|
| | No action | Conditions | No readmission | No action | Conditions | No readmission |
| After 1 year | *45+ | 30 - 44 | Less than 30 | 45+ | 30 - 44 | Less than 30 |
| After 2 year | 72+ | 44 - 71 | Less than 44 | 80+ | 44 - 79 | Less than 44 |
| After 3 years | 144+ | 80 – 143 | Less than 80 | 160+ | 120 – 159 | Less than 120 |
| After 4 years | 216+ | 150 – 215 | Less than 150 | 240+ | 200 – 239 | Less than 200 |
| After 5 years | 288+ | 240 – 287 | Less than 240 | 320+ | 280 – 319 | Less than 280 |
| After 6 years | | | All, unless special circumstances | 400+ | 360 – 399 | Less than 360 |
| After 7 years | | | | | | All, unless special circumstances |

(*Note: The credit values indicated serve as a guideline only)

(#Note: Students that have not completed the foundational modules after the third of year of study will be refused readmission to the same programme.)

Part time students

The following template serves as an example to be used by faculties for part time students:

| Period of Registration | 3 year programme (360+ credits) | | | 4 year programme (480+ credits) | | |
|------------------------|---------------------------------|--------------|-----------------------------------|---------------------------------|--------------|-----------------------------------|
| | No action | Conditions | No readmission | No action | Conditions | No readmission |
| After 1 year | *44+ | Less than 44 | None | 48+ | Less than 48 | None |
| After 2 year | 90+ | 40 - 89 | Less than 40 | 96+ | 40 - 95 | Less than 40 |
| After 3 years | 135+ | 88 – 134 | Less than 90 | 144+ | 95 - 143 | Less than 95 |
| After 4 years | 180+ | 140 – 179 | Less than 140 | 192+ | 150 - 191 | Less than 150 |
| After 5 years | 225+ | 190 – 224 | Less than 190 | 240+ | 205 – 239 | Less than 205 |
| After 6 years | 270+ | 240 – 269 | Less than 240 | 288+ | 260 - 287 | Less than 260 |
| After 7 years | 315+ | 288 – 314 | Less than 288 | 336+ | 315 - 336 | Less than 315 |
| After 8 years | | | All, unless special circumstances | 384+ | 370 – 383 | Less than 370 |
| After 9 years | | | | 432+ | 420 - 431 | Less than 420 |
| After 10 years | | | | | | All, unless special circumstances |

(*Note: The credit values indicated serve as a guideline only)

STATEMENT ON THE UNIVERSITY'S INTERVENTION IN THE EVENT OF POSSIBLE DISRUPTIONS TO ACADEMIC ACTIVITIES

From past experience the University knows that circumstances beyond our control may disrupt our academic activities. The University therefore reserves the right to implement certain emergency measures when deemed necessary to manage such situations. Please note that the University shall not be held liable for any inconvenience, damage or other negative consequence resulting from the implementation of such emergency measures.

BURSARIES ADMINISTERED BY THE FINANCIAL AID OFFICE**Scholar Merit Awards**

First-year students, studying at tertiary level for the first time, can qualify for a scholar merit award. The criteria for these awards are that prospective students

- (i) must have matriculated not more than 3 years prior to registration;
- (ii) must have obtained a minimum NSC score of 38 points on their final matric results (remarks are not considered);
- (iii) must be studying fulltime;
- (iv) are SA students.
- (v) No application is necessary – these are automatic awards;
- (vi) Headboys/girls/ SRC presidents can qualify for a leadership award on presentation of proof thereof (conditions apply)

Further details are available from the Financial Aid Office.

Student Merit Awards

Undergraduate students can qualify for merit awards based on their final results, provided that they will be continuing with undergraduate studies the following year. The criteria for these awards are that students

- (i) must obtain a minimum weighted average of at least 70%
- (ii) must have been registered for a minimum RCW of .80
- (iii) must have passed all modules registered for at the first attempt
- (iv) are SA students.
- (v) No application is necessary – these are automatic awards

Further details are available from the Financial Aid Office.

Honours Bursaries (NMMU and NRF)

Full-time students who are accepted into the Honours programme are eligible to apply for NMMU Honours bursaries. The criteria for these bursaries are that:

- (i) students must have obtained a minimum average of 55% in the previous year
- (ii) Only SA and SADC students can apply

Application forms are available from Financial Aid Office – closing date 31 October.

Corporate bursaries

A bursaries brochure is available on the NMMU website, under “Study with us – Financial”.

This brochure contains details of bursaries and where to apply for these.

Further details are available from the Financial Aid Office.

QUALIFICATIONS OFFERED BY THE UNIVERSITY

¹⁾ Minimum duration refers to the duration after completion of the pre-requisite qualification or after having complied with the entrance requirements.)

| Qualification | ¹⁾ Minimum Duration |
|---|---------------------------------------|
| Faculty of Arts | |
| Advanced Certificate in Education in Arts and Culture | 2 years |
| Diploma in Music Education | 3 years |
| National Diploma: Architectural Technology | 3 years |
| National Diploma: Ceramic Design | 3 years |
| National Diploma: Fashion | 3 years |
| National Diploma: Fine Art | 2 years |
| National Diploma: Graphic Design | 2 years |
| National Diploma: Interior Design | 3 years |
| National Diploma: Journalism | 3 years |
| National Diploma: Photography | 2 years |
| National Diploma: Public Management | 3 years |
| National Diploma: Public Relations Management | 3 years |
| National Diploma: Textile Design and Technology | 2 years |
| Bachelor of Arts | 3 years |
| Bachelor of Arts: Media, Communication and Culture | 3 years |
| Bachelor of Administration | 3 years |
| Bachelor of Architectural Studies | 3 years |
| Bachelor of Music | 4 years |
| Bachelor of Visual Arts | 3 years |
| Bachelor of Technology: Architectural Technology | 1 year |
| Bachelor of Technology: Applied Design | 1 year |
| Bachelor of Technology: Fashion | 1 year |
| Bachelor of Technology: Fine Art | 1 year |
| Bachelor of Technology: Graphic Design | 1 year |
| Bachelor of Technology: Interior Design | 1 year |
| Bachelor of Technology: Journalism | 1 year |
| Bachelor of Technology: Photography | 1 year |
| Bachelor of Technology: Public Management | 1 year |
| Bachelor of Technology: Public Relations Management | 1 year |
| Bachelor of Technology: Textile Design and Technology | 1 year |
| Bachelor of Arts Honours | 1 year |
| Bachelor of Arts Honours (Corporate Communication) | 1 year |
| Bachelor of Arts Honours (Journalism) | 1 year |
| Bachelor of Arts Honours (Media Studies) | 1 year |
| Master of Public Administration (MPA) | 2 years |
| Master of Technology: Architectural Technology | 1 year |
| Master of Technology: Ceramic Design | 1 year |
| Master of Technology: Fashion | 1 year |
| Master of Technology: Fine Art | 1 year |
| Master of Technology: Graphic Design | 1 year |
| Master of Technology: Photography | 1 year |
| Master of Technology: Public Relations Management | 1 year |
| Master of Technology: Textile Design and Technology | 1 year |
| Master of Arts | 1 year |
| Master of Arts: Media Studies | 2 years |
| Master of Music | 2 years |
| Master of Music Research | 1 year |
| Master of Philosophy | 2 years |
| Master of Architecture (Professional) | 2 years |
| Master of Architecture | 1 year |
| Doctor of Architecture | 2 years |
| Doctor of Philosophy | 2 years |

| Qualification | ¹⁾ Minimum Duration |
|---|---------------------------------------|
| Doctor of Literature | 2 years |
| Doctor of Music | 2 years |
| Faculty of Business and Economic Sciences | |
| Higher Certificate in Accountancy | 1 year |
| Higher Certificate in Business Studies | 1 year |
| Diploma in Accountancy | 3 years |
| Diploma in Economics | 3 years |
| National Diploma: Accounting | 3 years |
| National Diploma: Cost and Management Accounting | 3 years |
| National Diploma: Financial Information Systems | 3 years |
| National Diploma: Human Resources Management | 3 years |
| National Diploma: Internal Auditing | 3 years |
| National Diploma: Inventory and Stores Management | 3 years |
| National Diploma: Logistics | 3 years |
| National Diploma: Management | 3 years |
| National Diploma: Marketing | 3 years |
| National Diploma: Tourism Management | 3 years |
| Advanced Diploma in Business Studies | 1 year |
| Advanced Diploma in Economics | 1 year |
| Bachelor of Arts | 3 years |
| Bachelor of Commerce | 3 years |
| Bachelor of Commerce in Financial Planning | 3 years |
| Bachelor of Commerce (Rationum) | 4 years |
| Bachelor of Commerce (Accounting Sciences) | 4 years |
| Bachelor of Technology: Business Administration | 1 year |
| Bachelor of Technology: Cost and Management Accounting | 1 year |
| Bachelor of Technology: Financial Information Systems | 1 year |
| Bachelor of Technology: Human Resources Management | 1 year |
| Bachelor of Technology: Internal Auditing | 1 year |
| Bachelor of Technology: Logistics | 1 year |
| Bachelor of Technology: Management | 1 year |
| Bachelor of Technology: Marketing | 1 year |
| Bachelor of Technology: Tourism Management | 1 year |
| Bachelor of Arts Honours | 1 year |
| Bachelor of Arts Honours in Development Studies | 1 year |
| Bachelor of Commerce Honours | 1 year |
| Postgraduate Diploma | 1 year |
| Postgraduate Diploma in Accounting | 1 year |
| Postgraduate Diploma in Accountancy | 1 year |
| Postgraduate Diploma in Applied Economics | 1 year |
| Postgraduate Diploma in Business Administration | 1 year |
| Postgraduate Diploma in Financial Planning | 1 year |
| Postgraduate Diploma in Internal Auditing | 1 year |
| Postgraduate Diploma in Maritime Studies | 1 year |
| Master of Technology: Business Administration | 1 year |
| Master of Technology: Cost and Management Accounting | 1 year |
| Master of Technology: Entrepreneurship | 1 year |
| Master of Technology: Human Resources Management | 1 year |
| Master of Technology: Logistics | 1 year |
| Master of Technology: Marketing | 1 year |
| Master of Arts | 1 year |
| Master of Arts (Development Studies) | 1 year |
| Master of Arts (Economics) | 1 year |
| Master of Arts (Industrial and Organisational Psychology) | 1 year |
| Master of Arts (Labour Relations and Human Resources) | 1 year |
| Master of Commerce (Accounting) | 1 year |
| Master of Commerce (Business Management) | 1 year |
| Master of Commerce (Economics) | 1 year |
| Master of Commerce (Entrepreneurship) | 1 year |

| Qualification | ¹⁾ Minimum Duration |
|---|---------------------------------------|
| Master of Commerce (Human Resource Management) | 1 year |
| Master of Commerce (Industrial Psychology) | 1 year |
| Master of Commerce (Labour Relations and Human Resources) | 1 year |
| Master of Commerce (Logistics) | 1 year |
| Master of Commerce (Marketing) | 1 year |
| Master of Commerce (Tourism Management) | 1 year |
| Master in Business Administration (MBA) | 2 years |
| Master of Commerce | 1 year |
| Master of Commerce (Taxation) | 1 year |
| Master of Commerce in Economics | 1 year |
| Master of Commerce in Tourism Management | 1 year |
| Master of Philosophy in Development Finance | 1 year |
| Master of Philosophy in Tourism Management | 1 year |
| Doctor of Technology: Business Administration (DBA) | 2 years |
| Doctor of Technology: Human Resources Management | 2 years |
| Doctor of Technology: Logistics | 2 years |
| Doctor of Technology: Marketing | 2 years |
| Doctor of Business Administration (DBA) | 2 years |
| Doctor of Commerce | 2 years |
| Doctor of Philosophy | 2 years |
| Doctor of Philosophy (Accounting) | 2 years |
| Doctor of Philosophy (Business Management) | 2 years |
| Doctor of Philosophy (Development Finance) | 2 years |
| Doctor of Philosophy (Development Studies) | 2 years |
| Doctor of Philosophy (Economics) | 2 years |
| Doctor of Philosophy (Human Resource Management) | 2 years |
| Doctor of Philosophy (Industrial Psychology) | 2 years |
| Doctor of Philosophy (Labour Relations and Human Resources) | 2 years |
| Doctor of Philosophy (Logistics) | 2 years |
| Doctor of Philosophy (Marketing) | 2 years |
| Faculty of Education | |
| Postgraduate Certificate in Education (Further Education and Training) | 1 year |
| Bachelor of Education: Foundation Phase | 4 years |
| Bachelor of Education: Intermediate Phase | 4 years |
| Bachelor of Education: Further Education and Training | 4 years |
| Bachelor of Education Honours | 1 year |
| Master of Education | 1 year |
| Doctor of Philosophy: Education | 2 years |
| Faculty of Engineering, the Built Environment and Information Technology | |
| Higher Certificate: Information and Communication Technology in User Support Services | 1 year |
| National Diploma: Engineering: Electrical (Extended) | 4 years |
| National Diploma: Building | 3 years |
| National Diploma: Engineering: Civil | 3 years |
| National Diploma: Engineering: Electrical | 3 years |
| National Diploma: Engineering: Industrial | 3 years |
| National Diploma: Engineering: Mechanical | 3 years |
| National Diploma: Information Technology (Software Development) | 3 years |
| National Diploma: Information Technology (Communication Networks) | 3 years |
| National Diploma: Information Technology (Support Services) | 3 years |
| National Diploma: Operations Management | 3 years |
| Bachelor of Human Settlement Development | 4 years |
| Bachelor of Technology: Engineering: Civil | 2 years |
| Bachelor of Technology: Engineering: Electrical | 2 years |
| Bachelor of Technology: Engineering: Industrial | 2 year |
| Bachelor of Technology: Engineering: Mechanical | 1 year |

| Qualification | ¹⁾ Minimum Duration |
|---|---------------------------------------|
| Bachelor of Technology: Information Technology (Software Development) | 1 year |
| Bachelor of Technology: Information Technology (Communication Networks) | 1 year |
| Bachelor of Technology: Operations Management | 1 year |
| Bachelor of Technology: Quality | 2 years |
| Bachelor of Technology: Quantity Surveying | 1 year |
| Bachelor of Technology: Construction Management | 1 year |
| Bachelor of Science in Construction Economics | 3 years |
| Bachelor of Science in Construction Studies | 3 years |
| Bachelor of Engineering in Mechatronics | 4 years |
| Bachelor of Science Honours in Construction Management | 1 year |
| Bachelor of Science Honours in Quantity Surveying | 1 year |
| Master of Engineering: Electrical | 1 year |
| Master of Engineering: Civil | 1 year |
| Master of Engineering: Industrial | 1 year |
| Master of Engineering: Mechanical | 1 year |
| Master of Information Technology | 1 year |
| Master of Operations Management | 1 year |
| Master of Technology: Construction Management | 1 year |
| Master of Technology: Operations: Quality | 1 year |
| Master of Technology: Quantity Surveying | 1 year |
| Master of Engineering in Mechatronics | 1 year |
| Master of Science in Construction Economics | 1 year |
| Master of Science in Construction Management | 1 year |
| Master of Science in the Built Environment | 2 years |
| Doctor of Philosophy in Operations Management | 2 years |
| Doctor of Engineering | 2 years |
| Doctor of Philosophy in Construction Economics | 2 years |
| Doctor of Philosophy in Construction Management | 2 years |
| Doctor of Philosophy in Engineering (Mechanical) | 2 years |
| Doctor of Philosophy in Engineering (Mechatronics) | 2 years |
| Doctor of Philosophy in Information Technology | 2 years |
| Faculty of Health Sciences | |
| Higher Certificate in Pharmacy Support | 1 year |
| Advanced Certificate in Pharmacy Technical Support | 1 year |
| National Diploma: Biomedical Technology | 3 years |
| National Diploma: Sport Management | 3 years |
| National Diploma: Environmental Health | 3 years |
| National Diploma: Radiography | 3 years |
| Bachelor of Arts in Psychology | 3 years |
| Bachelor of Arts in Youth Work | 3 years |
| Bachelor of Emergency Medical Care | 4 years |
| Bachelor of Environmental Health | 4 years |
| Bachelor of Health Science: Medical Laboratory Science | 4 years |
| Bachelor of Human Movement Science | 3 years |
| Bachelor of Nursing | 4 years |
| Bachelor of Pharmacy | 4 years |
| Bachelor of Psychology in Counselling | 4 years |
| Bachelor of Psychology in Sport Psychology | 4 years |
| Bachelor of Radiography in Diagnostics | 4 years |
| Bachelor of Social Work | 4 years |
| Bachelor of Science in Dietetics | 4 years |
| Diploma in Community Nursing Science | 1 year |
| Diploma in Nephrology Nursing Science | 1 year |
| Diploma in Nursing Administration | 1 year |
| Diploma in Nursing Education | 1 year |
| Bachelor of Arts Honours | 1 year |
| Bachelor of Arts Honours in Social Work | 1 year |
| Bachelor of Arts Honours in Psychology | 1 year |
| Bachelor of Arts Honours in Human Movement Science | 1 year |

| Qualification | ¹⁾ Minimum Duration |
|---|---------------------------------------|
| Bachelor of Nursing Honours | 1 year |
| Bachelor of Arts Honours in Social Work: Probation Work | 1 year |
| Bachelor of Technology: Biomedical Technology | 1 year |
| Bachelor of Technology: Environmental Health | 1 year |
| Bachelor of Technology: Radiography (Diagnostic) | 1 year |
| Bachelor of Technology: Sport Management | 1 year |
| Postgraduate Diploma in Health and Welfare Management | 2 years |
| Master of Arts | 1 year |
| Master of Arts in Social Work | 1 year |
| Master of Arts in Human Movement Science | 1 year |
| Master of Arts in Clinical Psychology | 2 years |
| Master of Arts in Counselling Psychology | 2 years |
| Master of Arts in Health and Welfare Management | 2 years |
| Master of Nursing | 1 year |
| Master of Pharmacy | 1 year |
| Master of Pharmacy: Industrial Pharmacy | 1 year |
| Master of Science: Clinical Nutrition and Dietetics | 1 year |
| Master of Science: General Health Sciences | 1 year |
| Master of Social Work | 1 year |
| Master of Technology: Biomedical Technology | 1 year |
| Master of Technology: Environmental Health | 1 year |
| Master of Technology: Radiography | 1 year |
| Doctor of Philosophy | 2 years |
| Doctor of Philosophy: Nursing | 2 years |
| Doctor of Philosophy: General Health Sciences | 2 years |
| Doctor of Philosophy: Human Movement Science | 2 years |
| Doctor of Philosophy: Social Development Professions | 2 years |
| Doctor of Philosophy: Psychology | 2 years |
| Doctor of Technology: Biomedical Technology | 2 years |
| Doctor of Technology: Environmental Health | 2 years |
| Faculty of Law | |
| Higher Certificate in Criminal Justice | 1 year |
| Bachelor of Arts (Law) | 3 years |
| Bachelor of Laws (Extended Curriculum) | 5 years |
| Bachelor of Laws | 4 years |
| Postgraduate Diploma in Criminal Justice Practice | 2 years |
| Postgraduate Diploma in Labour Law Practice | 1 year |
| Master of Laws: Criminal Justice (Course work and research) | 2 years |
| Master of Laws: General (Course work and research) | 1 year |
| Master of Laws: Labour Law (Course work and research) | 2 years |
| Master of Laws: Taxation (Course work and research) | 2 years |
| Master of Laws: Mercantile Law (Research) | 1 year |
| Master of Laws: Private Law (Research) | 1 year |
| Master of Laws: Public Law (Research) | 1 year |
| Doctor of Laws: Mercantile Law | 2 years |
| Doctor of Laws: Private Law | 2 years |
| Doctor of Laws: Public Law | 2 years |
| Faculty of Science | |
| Higher Certificate: Veldfire Management | 1 year |
| Diploma: Agricultural Management | 3 years |
| National Diploma: Analytical Chemistry | 3 years |
| Diploma: Chemical Process Technology | 3 years |
| National Diploma: Forestry | 3 years |
| Diploma: Game Ranch Management | 3 years |
| National Diploma: Nature Conservation | 3 years |
| National Diploma: Polymer Technology | 3 years |
| National Diploma: Wood Technology | 3 years |
| Advanced Diploma: Analytical Chemistry | 1 year |

| Qualification | ¹⁾ Minimum Duration |
|---|---------------------------------------|
| Bachelor of Technology: Agricultural Management | 2 years |
| Bachelor of Technology: Chemistry | 1 year |
| Bachelor of Technology: Forestry | 1 year |
| Bachelor of Technology: Game Ranch Management | 1 year |
| Bachelor of Technology: Nature Conservation | 1 year |
| Bachelor of Technology: Polymer Technology | 1 year |
| Bachelor of Technology: Wood Technology | 1 year |
| Bachelor of Science | 3 years |
| Bachelor of Science in Information Systems | 3 years |
| Bachelor of Commerce Honours: Computer Science | 1 year |
| Bachelor of Commerce Honours: Mathematical Statistics | 1 year |
| Bachelor of Arts Honours: Geography | 1 year |
| Bachelor of Science Honours | 1 year |
| Master of Technology: Agriculture (Research) | 1 year |
| Master of Technology: Chemistry | 1 year |
| Master of Technology: Chemistry (Product and Process Development) | 1 year |
| Master of Technology: Forestry | 1 year |
| Master of Technology: Game Ranch Management | 1 year |
| Master of Technology: Nature Conservation | 1 year |
| Master of Technology: Wood Technology | 1 year |
| Master of Science | 1 year |
| Doctor of Technology: Agriculture (Research) | 2 years |
| Doctor of Technology: Chemistry | 2 years |
| Doctor of Technology: Nature Conservation | 2 years |
| Doctor of Technology: Forestry | 2 years |
| Doctor of Philosophy | 2 years |

| G1 | GENERAL RULES FOR ALL QUALIFICATIONS |
|-------------|--|
| | <p>(Unless stipulated otherwise elsewhere, these rules apply to all qualifications and students registered in 2017.) The official means of communicating with registered students is via e-mail. Upon registration each student will receive a University e-mail address and all official communication from the University will be directed to this e-mail address.</p> |
| G1.1 | <p>Definition of Terms</p> |
| | <p>In these rules, unless the context otherwise indicates –</p> |
| 1.1.1 | <p>“assessment” means collecting evidence of a student’s competence to demonstrate the achievement of the learning outcomes of a module;</p> |
| 1.1.2 | <p>“core module” means a compulsory module;</p> |
| 1.1.3 | <p>“co-requisite” refers to a module that must be taken concurrently with another module;</p> |
| 1.1.4 | <p>“coursework master’s degree” is a master’s degree where, in addition to the treatise, if any, study modules are prescribed;</p> |
| 1.1.5 | <p>“day” refers to a working day (i.e. not Saturday, Sunday or a public holiday);</p> |
| 1.1.6 | <p>“dissertation” means the written or other approved* research work submitted in fulfilment of the requirements set for obtaining a research master’s degree; (Note: *Refers to e.g. artefacts, original music compositions, etc.)</p> |
| 1.1.7 | <p>“elective modules” refer to modules which form part of a curriculum which are not compulsory and in respect of which students can exercise a choice;</p> |
| 1.1.8 | <p>“exit level module” means a module which has outcomes and level descriptors at the exit level of the qualification;</p> |
| 1.1.9 | <p>“external examiner or external moderator” refers to a person who is not an employee of the University and not involved with any academic work with the University, who is appointed to assess or moderate academic material;</p> |
| 1.1.10 | <p>“formal qualification” means a qualification listed in the Programme and Qualification Mix (PQM) of the institution as approved by the Department of Higher Education and Training;</p> |
| 1.1.11 | <p>“major module” means an exit level module which has been identified as a major module in faculty rules;</p> |
| 1.1.12 | <p>“module” means a coherent, self-contained unit of learning, which is designed to achieve a set of specific learning outcomes that are assessed within that unit of learning, and is a unit for which a final mark is entered in the student record;</p> |
| 1.1.13 | <p>“occasional student” means a student who has registered for one or more modules at the University, but who is not registered at the University as a student for a specific qualification;</p> |
| 1.1.14 | <p>“pipeline programme” means a programme which is being phased out, has no new intake and has been indicated as such in the Faculty Rules;</p> |
| 1.1.15 | <p>“pipeline student” means a student who is registered for a pipeline programme;</p> |
| 1.1.16 | <p>“pre-requisite” refers to a requirement that must be met prior to a student being allowed to register for a specific module;</p> |
| 1.1.17 | <p>“programme” is a purposeful and structured set of learning experiences that leads to a qualification;</p> |
| 1.1.18 | <p>“re-assessment” means a second assessment opportunity for modules assessed by continuous assessment.</p> |
| 1.1.19 | <p>“recognition of prior learning” (RPL) means the granting of credit to a student for specified knowledge and experience previously obtained in whatsoever manner;</p> |
| 1.1.20 | <p>“student” means any person registered with the University for any form of study, and includes an applicant or prospective student who has lodged an application for any form of study at the University, as well as any person attending an orientation programme, prescribed for new entrants, at the university;</p> |
| 1.1.21 | <p>“syllabus” of a module means a description of amongst others the learning outcomes and learning content dealt with in the module;</p> |

- 1.1.22** "thesis" means the written or other approved research work submitted in fulfilment of the requirements set for obtaining a doctor's degree or partial fulfilment in the case of a professional doctoral degree;
- 1.1.23** "treatise" means the written or other approved research work that is submitted in partial fulfilment of the requirements set for a postgraduate qualification or a professional bachelor's degree;
- 1.1.24** "weighted average mark" means the average of a set of final marks, each of which has been weighted by either the credit value or the relative course weight (RCW) of the individual module.
- G1.2 Admission**
- 1.2.1** Please consult the *Admission Policy* of the University. Admission of International applicants is subject to the conditions set out in the Immigration Act, 2002, as amended.
- 1.2.2** An applicant must apply to be admitted to the University on the prescribed application form. This form may be completed manually or electronically (online). The prescribed fee, where applicable, together with relevant documentation, must accompany the application.
- 1.2.3** By submitting the official application form, students confirm their acceptance of the rules and regulations of the University, their liability to pay prescribed fees and any amendments thereto for the duration of their studies. It is the student's responsibility to be acquainted with all the rules and regulations of the University.
- 1.2.4** Please consult the *Academic Programme and Almanac* section for closing dates for applications. Applications for admission as a student received after these official closing dates shall be regarded as "late" applications.
- 1.2.5** Certificate of good conduct and transcript of academic record:
An applicant who was previously registered at another/other University/ies, must submit an official certificate of good conduct and a transcript of academic record issued by such previous University/ies upon application to this University.
- 1.2.6** All applications for admission are subject to selection. An applicant will be notified of the outcome of his/her application. This notification may be via letter or electronic communication.
- 1.2.7** The admission requirements for all formal programmes are set out in the Faculty Prospectuses of the University and the Information Guides
- 1.2.8** A student or applicant who has completed a diploma and who may not have obtained a bachelor's endorsement status on his/her NSC may be admitted to a cognate bachelor's degree.
- G1.3 Registration as a Student**
- 1.3.1 General Rules Regarding Registration**
- 1.3.1.1** In order to pursue studies at the University, a student must complete the prescribed registration form. This form may be completed manually or electronically (online). Prior to registration a student must ensure that all the required fees have been paid.
- 1.3.1.2** Students are required to register for all the prescribed modules applicable for the particular academic year or period.
- 1.3.1.3** After the completion of registration, it is the student's responsibility to check his/her proof of registration to ensure that he/she is correctly registered for the qualification and modules.
- 1.3.1.4** A student who registers at the University for the first time, where applicable, must furnish proof (original documents) before or at registration that he/she complies with the prescribed admission requirements. A student who fails to comply with this rule may provisionally be registered as a student, but must furnish such proof to the University within 2(two) weeks of commencement of lectures, failing which the student will be deregistered with immediate effect. In exceptional circumstances, the relevant dean, after consultation with the Registrar, can grant further postponement for the submission of the relevant proof.

- 1.3.1.5** Students have to provide four addresses, namely a postal, account, study, and home address. If, during the course of the academic year, any changes to a student's addresses occur, the Student Records Office must be notified of this in writing. Official correspondence posted to the addresses thus provided by the student will be deemed to have been received by him/her.
- 1.3.1.6** A student must renew his/her registration for study on an annual basis until he/she has complied with all the prescribed requirements for the qualification. Such registration must take place within the normal registration period as stipulated in the Almanac of the University. Late registrations shall be accepted up to the predetermined date published in the Almanac of the University.
No person who is in arrears with the payment of any fees due to the University shall be registered as a student.
Registration for experiential learning is subject to the requirements stipulated above.
- 1.3.1.7** Prospective students shall register for a module before the commencement of such module. Late registrations or registration amendments shall be accepted up to the predetermined date published in the General Prospectus only if the student has attended the module(s) in question from the commencement thereof. After the last day for registration a student may only be allowed to participate in academic activities in modules for which he/she has been registered.
- 1.3.1.8** Written notification of qualification/module cancellations must be submitted to the Faculty Administration Office. The date on which such written notification is received will be deemed as the official date of cancellation. Module cancellations may be submitted electronically (online). The onus is on the student to ensure that he/she is duly registered correctly.
- 1.3.1.9** **Maximum number of credits that can be registered per academic year**
A student shall not be allowed to register for more than 120 credits per academic year unless prescribed in the relevant Faculty Rules. In exceptional cases, a deviation may be approved by the Executive Dean on recommendation of the Head of the Department or Director of the School.
- 1.3.1.10** **Change of curriculum/qualification/programme**
A student applying for a change of curriculum/qualification/programme, must apply in writing to the Faculty Administration Office by the date published in the University Almanac. In addition a student must ensure that he/she complies with the requirements of the new qualification/programme. Applications will be subject to selection by the relevant academic department. It is the student's responsibility to apply for recognition of credits already completed.
- 1.3.1.11** Subject to rule G1.4, a student who wishes to complete his/her studies at the University by registering for module/s at another university recognised by Senate for this purpose, may do so only with the permission of the Head of Department. An Application to Study Elsewhere must be submitted prior to registration at the other institution. The relevant application form is available on the student portal (online) and from the Faculty Administration Office.
- 1.3.1.12** **Compliance with qualification requirements:**
The onus is on the student to ensure that the module(s) he/she is registered for will enable him/her to complete the qualification within the prescribed period.
- 1.3.1.13** **Concurrent registration:**
Except by permission of the Faculty Management Committees, no student shall concurrently be registered, in the same academic year for more than one qualification at the University.

Subject to G1.3.3, except by permission of the Faculty Management Committees, a student may not, in the same academic year, be registered for a formal qualification/module(s) of another higher education institution.

1.3.1.14 Offering of programmes and modules:

Subject to the provisions of rule G1.3.2.2, Senate may, with the approval of Council, determine the minimum number of students who must register for a programme/module for it to be offered. Once such programme/module offering has commenced, the offering thereof shall continue for at least the time within which the registered students could reasonably have been expected to complete the programme/module. In addition, Senate may with the approval of Council, determine the maximum number of students that may register for a particular programme/module.

1.3.1.15 If only a small number of students wish to register for an elective module in any year, the Faculty Management Committee may, after consideration of the staffing resources and after consultation with the Head of the Department concerned, decide that such module shall not be offered in that year, provided that students are advised of this before the commencement of the second week of lectures.

1.3.1.16 Special requisites for particular modules:

A student shall not be admitted to a particular module unless he/she has met the requisite requirement(s) as stipulated in the faculty rules. In exceptional circumstances a deviation may be approved by the FMC.

1.3.1.17 If it becomes clear that a student is following a module for which he/she has not met the relevant admission requirements or pre-requisite, the registration for the module will be cancelled immediately.

1.3.1.18 Timetable clashes:

Students may not register for modules that clash on lecturing timetables, except with the permission of the Executive Dean concerned. It is the responsibility of the student to ensure that he/she is not registered for modules that clash on the timetable. In the event of a clash, the responsibility is on the student to amend his/her registration accordingly.

1.3.1.19 A student must ensure that he/she attends the class group (including practicals and tutorials) he/she is assigned to. Where a module has been linked to a class group, the onus is on the student to ensure that it does not result in a clash with another module on his/her timetable. If a clash is determined after registration, the onus is on the student to amend his/her registration accordingly.

1.3.2 **Transitional General Rules for Undergraduate Qualifications****1.3.2.1** Transfer of students' registration between campuses:

A student who has registered for a qualification at a given delivery site or campus, will participate in academic activities including assessments only at that site or campus. Upon application and approval, transfer to another site or campus may occur only at the beginning of a subsequent registration period.

1.3.2.2 Phasing out of pipeline programmes:

Unless Senate decides otherwise, pipeline programmes shall be offered for two years longer than the minimum duration of the programme. Individual modules offered in programmes that are being phased out may be discontinued earlier. (See faculty rules for further details.)

1.3.3 **Registration as an Occasional Student**

An applicant who does not wish to register for an approved qualification, but is only interested in a specific module(s), may register as an occasional student for non-qualification purposes. The normal admission and registration rules shall apply. Students registered for formal programmes who wish to register for additional modules on an occasional basis must apply for permission from the relevant faculty management committees.

G1.4 Recognition and Retention of Credits

- 1.4.1** The relevant Head of Department may grant a credit for a particular module to a student if he/she has, at the University or at another accredited institution, previously passed a module(s), the required outcomes of which are sufficiently similar to those required for the module in question.
- 1.4.2** A student may accordingly, on grounds of having completed sufficiently similar modules at other accredited institutions, be granted credits in respect of modules with a cumulative credit value of not more than half of the total credit value of the relevant programme or qualification at the University.
- 1.4.3** A student shall be required to complete all the exit level modules at the University, provided that the Faculty Management Committee may approve that not more than half of the total credit value of the exit level modules may be completed at another institution. On recommendation of the Faculty Management Committee, the Executive Committee of Senate may approve a deviation in respect of more than half of the total credit value of the exit level modules.
- 1.4.4** Applications for recognition of credits must be submitted to the Faculty Administration Office before the commencement of study. The prescribed form must be completed in full. In the case where modules from another accredited institution are presented for recognition of credits, the academic record of the student and the relevant year's syllabi of the modules must accompany the application. The prescribed fee is payable to the university before consideration of the application by the relevant faculty.
- 1.4.5** If a student wishes to graduate in a particular year, written application for recognition of credits must reach the University annually by the date published in the University Almanac.
- 1.4.6** Where a student has had a break in studies for a year or longer, such student must re-apply for admission. In some instances, the retention of credits may be subject to departmental or equivalent structure approval.
- 1.4.7** A student may be granted credits in respect of modules obtained towards a completed qualification, provided that such credits shall not constitute more than 50% of the credits required for the new qualification.

G1.5 Attendance Requirements

- 1.5.1** A department may set attendance requirements, in which case satisfactory attendance must be clearly defined. Students must be notified thereof in writing through the module guide at the commencement of each module.
- 1.5.2** Departments may exclude students from an assessment or examination in a module on the basis of unsatisfactory attendance.

G1.6 Assessment**1.6.1 Assessment Manner**

The assessment of all students in every module shall be in the manner as approved by Senate and the final mark so obtained for a module shall be entered into the academic records of the students. A final mark is usually determined by calculating the weighted average of the class mark and an examination mark.

1.6.2 Final Assessment

The time and venue for the final assessment of a module shall be determined by Senate.

1.6.3 Notification of Assessment Manner

Notification of how and when assessments will be conducted and exactly how the class and final mark will be computed will be by means of the module guide which will be handed to students at the commencement of each module.

1.6.4 Absence from Assessments

Satisfactory documentary evidence, e.g. a medical certificate, is required for absence from all types of assessments. Such documentary evidence must be submitted to the relevant lecturer no later than three (3) working days after the assessment. Students who choose not to participate in assessments on particular dates/times due to religious

or cultural observance or sporting events may apply to the lecturer concerned to participate in such assessments at an alternative date/time. Any such application must be supported by proof on a letterhead from the relevant ordained religious leader or designated authority confirming that the identified dates/times are of particular significance. The lecturer will endeavour to accommodate the students where possible.

1.6.5 Release of Provisional Marks

Students shall not be entitled to obtain the provisional marks for modules for which they have been registered if they are in arrears with payments due to the University. The onus is on a student to obtain his/her final examination results when published. (Refer Rule 1.6.19)

1.6.6 Examination Admission and Notification

Subject to rule G1.5, a class mark of at least 40% must be obtained in a specific module for admission to the examination in that module. Class marks will be published on the student portal and the onus is on the student to ascertain whether he/she qualifies for examination admission.

Request from faculties for exceptions may be approved by Senate subject to satisfactory empirical investigation and motivation. Such exceptions will be clearly indicated in the module guides.

1.6.7 Examination Timetable

Official notification of the examination timetable will be by means of email to the students' NMMU email addresses as well as on the Student Portal. A provisional examination timetable normally precedes the final examination timetable and the onus is on students to ensure that their modules do not clash and point out any clashes to the Examinations Office. It remains the responsibility of a student to consult the final examination timetable when it is published as dates and/or times may have changed when compared to the provisional timetable.

1.6.8 Determination of Class Mark

1.6.8.1 A class mark is determined by means of the assessment (during the course of an academic term or semester) of a student's performance in a module through various methods, e.g. tests, practical work, assignments, etc.

1.6.8.2 A class mark is not transferable and is valid only for the specific registration period in which it has been achieved.

1.6.9 Determination of Examination Mark

In cases where a module has more than one examination paper:

- the examination mark for that module consists of the weighted average mark of the marks obtained for each question paper;
- departments may set subminima for question papers.

1.6.10 Determination of Final Mark

The final mark of a module is determined by weighting the class mark and the examination mark in a ratio which is in a range between 30:70 and 70:30.

1.6.11 Continuous and Alternative Assessments

1.6.11.1 Senate may approve continuous and alternative assessment methods for a module.

1.6.11.2 At the commencement of a module, the student shall be informed by means of the module guide of the manner in which such alternative assessment of a module will take place, as well as any further requirements in respect of the module. This information must include the way in which a re-assessment, if any, will be conducted. Such re-assessment must be finalized before the due date for finalization of normal examination marks (June and November).

1.6.12 Pass Requirements

1.6.12.1 A student must obtain a final mark of at least 50%, subject to a subminimum mark of 40% for the examination, in order to pass a module.

1.6.12.2 Passing of linked modules

It is acknowledged that certain modules, while being stand-alone modules for which individual credit may be obtained in terms of Rule 1.6.12.1 above, are nevertheless intrinsically linked to one or more other modules. Such linkages must be confirmed by specific faculty rules which must adhere to the following general rules:

- 1.6.12.2.1** In the case where learning in the subsequent module builds cumulatively on the learning in the previous module, the previous module may be passed if the weighted average mark for the two modules is at least 50%, provided that the subsequent module must have been passed on its own and that a minimum final mark of at least 40%, as well as a subminimum mark of at least 40% for the examination, must have been obtained for the first module.
- 1.6.12.2.2** In the case where the content of two or more modules form an integrated whole, these modules may be passed if the weighted average mark of these modules is at least 50%, provided that a minimum final mark of at least 40%, as well as a subminimum mark of at least 40% for the examination, must be obtained for each individual module.
- 1.6.12.2.3** If all linked modules have not been passed in terms of rules 1.6.12.2.1 and 1.6.12.2.2 above, credit is retained for the modules which were passed on their own; modules which were not passed must be repeated and individually passed in a subsequent academic year.
- 1.6.12.2.4** The linking of modules and the consequent averaging of marks is only allowed in respect of the same academic year.
- 1.6.12.2.5** A specific faculty rule may determine that the minimum final and subminimum marks referred to in rules 1.6.12.2.1 and 1.6.12.2.2 above shall be at least 45%.
- 1.6.12.2.6** The linking of modules and the application of these rules must be explained in the module guide of a linked module which is handed out at the commencement of each module.

1.6.13 Passing a module with Distinction

A student passes a module with distinction if he/she attains a final mark of at least 75% in that module.

1.6.14 Obtaining a Certificate/Diploma/Degree Cum Laude

(Excluding BTech, Postgraduate diplomas, Honours, Master's and Doctoral degrees)

Unless Senate has approved a different faculty rule in respect of sub-rule (d) below, a qualification is awarded **cum laude** if the student:

- (a) completed the qualification in the prescribed minimum period of study for the applicable full-time or part-time programme;
- (b) passed all the prescribed modules of the qualification at the first attempt for each module;
- (c) obtained a weighted average mark of at least 75% across all the modules of the qualification; and
- (d) obtained a weighted average mark of at least 75% across all the major modules of the qualification as identified in the faculty rules.

1.6.15 Special Examinations

- 1.6.15.1** A student prevented from sitting for, or completing, a normal examination due to circumstances beyond his/her control may be granted permission by the Head of Department to sit for a special examination. Such a student must submit a written application, supported by documentary evidence to the Examination Office before the first examination, but no later than three (3) working days after that examination. In the case of illness a medical certificate must be submitted, in the case of death in the family*, a certified copy of the death certificate must be submitted and if the application is on religious grounds or cultural practices or observances, a letter from the relevant ordained religious leader or designated authority in charge on an official letterhead must be provided.

- * "family" includes the following persons: student's spouse or life partner or student's parents, brother, sister, adopted parents, grandparent, child, adopted child, grandchild, or his/her legal spouse's parents

- 1.6.15.2** A medical certificate must clearly indicate the nature of the illness and confirm that the student was, according to the clinical opinion of the doctor, unfit to sit for the examination(s) on the day(s) of the examination(s) in question. The University also reserves the right to investigate the validity of a medical certificate and to make a final decision informed by the investigation.
- 1.6.15.3** A special examination will not be allowed if a student:
- (a) Misreads/misinterprets the examination timetable;
 - (b) Acts on unofficial information;
 - (c) Arrives late for an examination;
 - (d) Is unable to identify him- or herself satisfactorily at the examination venue.
 - (e) Has completed an examination and afterwards applies for a special examination on the basis of illness or other circumstances.
- 1.6.15.4** A special examination may be granted by the relevant Head of Department, to a student who is required to take part in any recognised sport, cultural or other student activities at provincial level or higher, at a time which is likely to affect his/her preparation for and/or writing of an examination.
- 1.6.15.5** If a student fails to write a special examination, the opportunity shall be forfeited.
- 1.6.15.6** A student who upon writing a special examination and is eligible for a re-examination or extra-ordinary examination shall write such examination on a date/time to be determined by the Examination Office.
- 1.6.15.7** The procedure as described in G1.6.19 below is applied for the notification of students for special examinations.
- 1.6.15.8** A special examination is written at the same time as the re-examination in that particular module.

1.6.16 **Students whose religious or cultural observance coincide with the examination period**

Students who object on grounds of religious or cultural observance to writing examinations on particular dates/times during the examination period may apply to the Examinations Office to have the examinations not scheduled on the dates/times in question.

The Examinations Office will endeavour to reasonably accommodate the students by not scheduling the affected examinations on the dates/times in question.

If this is not possible, the students will be allowed to apply for special examinations in terms of Rule G1.6.15.1.

Any such application must be submitted on the prescribed form by the published date in the Almanac of the University.

Any such application must be supported by proof on a letterhead from the relevant ordained religious leader or designated authority confirming that the identified dates/times are of particular significance.

1.6.17 **Re-Examinations**

- 1.6.17.1** Students who have failed the original final assessment in a module may qualify for a re-examination of any work or examination in that module, provided that a re-examination shall not be granted in respect of modules offered in the academic recess periods.
- 1.6.17.2** In order to qualify for a re-examination, a student must have:
- (a) attempted and failed the original final assessment;
 - (b) obtained a final mark of at least 45%.
- 1.6.17.3** In addition to the normal examination periods, re-examinations are normally conducted during a period preceding the commencement of the following academic semester as scheduled in the Academic Calendar.
- 1.6.17.4** A re-examination does not constitute a separate new assessment. The criteria or ratios used in the original calculation of the final mark shall also apply to the re-examination, but the final mark thus obtained may not exceed 50%.
- 1.6.17.5** If a student fails to write the re-examination, the opportunity shall be forfeited and the original mark awarded.

- 1.6.17.6** A fee per module will be debited to the student's account after the re-examination has been written.

1.6.18 **Extraordinary Examinations - Last Outstanding Module**

- 1.6.18.1** A final year student or a student registered for an undergraduate one-year qualification who after the completion of the normal semester examinations or recess programme, needs to pass only one outstanding module to complete a qualification, and has not qualified for a re-examination or special examination in that module, shall nevertheless be granted an extraordinary examination in that module.

- 1.6.18.2** For the consistent implementation of this rule, the following definitions and sub-rules must be applied:

- (a) A final year student is a registered student who has qualified to be categorized as such by virtue of his/her academic progress up to the end of the previous academic year.
- (b) One outstanding module refers to one year module, one semester module or the equivalent of one semester module (for example two term modules, which may or may not be from the same discipline), or one term module for which the student has been registered in the current academic year.
- (c) The rule must be applied separately and independently in respect of the June and November examinations:
 - (i) *after the June examinations*: it must be assumed that the student will pass all year and second semester modules he/she has registered for, as well as all re-examinations and special examinations. A student who has not registered for his/her outstanding second semester module(s), should there be any, shall not be eligible for an extraordinary examination after the June examinations.
 - (ii) *after the November examinations*: it must be assumed that the student had passed all first semester modules (regardless of the actual first semester results) and will pass all re-examinations and special examinations.
- (d) If the only outstanding module, as defined in (b) above, is a module for which the student did not qualify for admission to the examination in terms of rule G1.6.6, an extraordinary examination shall also be granted for that module. However, this sub-rule will **not** apply if the non-admission to the examination was the result of non-compliance with a sub-minimum requirement relating to a compulsory laboratory or assignment component of the class mark.
- (e) An extraordinary examination does not constitute a separate new assessment and is therefore subject to rule G1.6.17.4.
- (f) A student shall sit for an extraordinary examination in the normal period when re-examinations are written.
- (g) This rule shall not apply if a student has failed a re-examination or an extraordinary examination in that module. The re-examination shall not be granted on an extraordinary examination.
- (h) If a student fails to write an extraordinary examination, the opportunity shall be forfeited.

1.6.19 **Notification of Examination Results**

(Including results of re-examinations, special examinations and extraordinary examinations. These results will only be released if the student account is not in arrears by any of the respective payment dates.)

- 1.6.19.1** The Department of Academic Administration is responsible for notifying a student of the official examination results. The official examination results will indicate whether a student qualifies for a re-examination/special examination/ extraordinary examination.

- 1.6.19.2** Examination results shall be made available by means of email to the students' University's email addresses as well as on the Student Portal. Notice of dates, times and venues for re-examinations/special examinations/ extraordinary examinations will also be included. In addition, examination results may also be made available via SMS to students' cell phone numbers. Printed examination results will be made available upon request at no cost to the student.

- 1.6.19.3** In the event of any discrepancy with regard to the information displayed via the various media, the examination results on the ITS System shall be regarded as the official examination results.

- 1.6.19.4** The onus is on the student to ascertain whether he/she qualifies for a re-examination/special examination/extraordinary examination and the time and place of such an examination. A student, who interprets the notification of the re-examination/special examination/extraordinary examination incorrectly, cannot claim another opportunity to be examined.

1.6.20 **Aegrotat Qualification**

If a student is absent from the whole or part of the final assessment for a qualification because of any serious and disabling circumstances of substantial duration, occurring within such period as Senate deems relevant for the assessment in question, Senate may, after receiving proof of such circumstances and sufficient evidence of the student's attainments, admit them to the qualification. The name of such student shall be published under the heading "Aegrotat", together with the names of the other successful students.

1.6.21 **Viewing of Examination Scripts**

A student has the right to view his/her examination scripts* and associated memoranda on application to the Examination Office provided that the student account is not in arrears by any of the payment dates and subject to the following timeframes:

- * (Includes examination scripts for normal examinations, re-examinations, extraordinary examinations and special examinations).

With respect to normal examination and the special/re-examination periods, the timelines for submitting applications will be as indicated in the University Almanac.

1.6.22 **Re-Marking of Examination Scripts**

- 1.6.22.1** If a student is not satisfied with the marking of his/her examination script*, he/she may apply for a re-mark of such a script, provided that the student account is not in arrears, subject to completion of the relevant application form at the Examinations Office and payment of the prescribed fees.

- * (Includes examination scripts for normal examinations, re-examinations, special examinations and modules offered during the student recess period)

- 1.6.22.2** The timelines for the application process for the re-marking of an examination script shall be as indicated in the University Almanac.

- 1.6.22.3** Applications for re-marking apply exclusively to written examinations.

- 1.6.22.4** Cancellation of a request for the re-mark of an examination script will not be allowed once the prescribed fee has been paid. The prescribed fee is not refundable, unless the re-mark results in a pass or a distinction in the final mark.

- 1.6.22.5** The Head of Department concerned shall appoint a person other than the original examiner/moderator to re-mark the script.

- 1.6.22.6** The outcome of the re-mark of an examination script, once approved by the relevant Head of Department, will become the official examination mark for that script.

1.6.23 **Submission of Final Assessment Material for Graduation Purposes**

The final date for the submission of documentation which may have a bearing on the graduation of a student in that particular academic year, shall be as published in the almanac in order to graduate in that particular academic year, e.g. portfolios, log books, applications for module exemptions, etc.

1.6.24 **Moderation of assessments**

- 1.6.24.1** On behalf of the Senate, the respective Faculty Management Committees appoint at least one examiner and one moderator for the examinations in modules offered by the University.

- 1.6.24.2** (a) Except by permission of Senate all modules other than exit-level modules or modules for a one-year undergraduate qualification shall be subject to internal moderation.
(b) Except by permission of Senate, all exit-level modules shall be subject to external moderation.

1.6.25 Writing of Examinations

1.6.25.1 When a student registers at the University, he/she simultaneously registers for the examination in those modules for which he/she registers, provided that he/she meets the examination admission requirements.

1.6.25.2 (a) A student may only sit for his/her examination at the examination centre for which he/she has been registered.

(b) (i) Notwithstanding (a) above, an undergraduate study abroad student or a local student who officially participates in a study abroad programme, who qualifies for a re-examination, special examination or extraordinary examination in a module, but is unable to write such examination at the University due to being abroad at the time of the examination, may apply to sit for the examination at any of the University's Partner Universities abroad or any other university abroad as determined by the relevant committee, as contemplated in subparagraph (iii) below, at its discretion.

(ii) Any such application must be submitted on the prescribed application form to the Examinations Office at least five (5) working days before the commencement of the re-examination/special examination period.

(iii) The prescribed fee for writing the examination is payable upon the relevant committee's approval of the application.

(iv) Additional information regarding the application procedure, prescribed fees and conditions applicable to such examinations is available on the University's website.

1.6.25.3 Students should be seated 15 minutes before the examination session commences and nobody may leave the venue within the first hour or during the last 15 minutes of the examination session. No student will be admitted to the examination venue once the first half hour of the session has passed.

1.6.25.4 A student will only be allowed to write the examination if he/she is in possession of his/her valid student card. If a student has misplaced or lost his/her student card on the day of the examination, he/she will only be permitted to write the examination if she/he is in possession of a proof of registration together with his/her identity document or passport.

1.6.25.5 All students must abide by the examination instructions as detailed in the examination answer books, as well as those rules read out by the Chief Invigilator prior to commencement of each examination session.

1.6.25.6 Students, who as a result of acceptable reasons need additional time for the writing of examinations, must apply in writing to the Student Counselling, Career and Development Centre not later than one calendar month before the commencement of each examination period.

G1.7 Graduation

In terms of the University Statute, degrees are conferred and certificates and diplomas awarded at a congregation of the University. The Chancellor presides or in his or her absence the Vice-Chancellor or Acting Vice-Chancellor presides. A doctoral student is not entitled to use the title Doctor until the doctoral degree has been conferred at a graduation ceremony.

G1.8 Erroneous award or detection of plagiarism subsequent to the award of a qualification

The University Senate reserves the right to revoke a qualification:

(a) Awarded erroneously or

(b) After the conclusion of a disciplinary process or

(c) After the completion of an investigation.

G1.9 Qualifications awarded posthumously

The University may award a diploma or confer a degree posthumously if the student already complied with all the requirements of the qualification concerned before passing away, or if the student has, in the opinion of Senate proven that the final examinations required for the completion of the qualification would in all likelihood have been passed by the deceased student.

G1.10 Conferring of honorary degrees

Unless determined otherwise by Council, with the concurrence of Senate, and in terms of its Statute, the University confers honorary degrees of master or doctor in accordance with criteria contemplated in the Statute of the University.

G1.11 Issuing of qualification certificates

Qualification certificates are issued once only, on the understanding that graduates may, in the case of lost, stolen or damaged certificates, apply in writing (accompanied by an affidavit and the prescribed fee) for a duplicate of the original certificate.

G1.12 Plagiarism and academic dishonesty

Plagiarism and any instance of academic dishonesty will be dealt with in terms of the Student Disciplinary Code. Students are referred to the Policy on Academic Integrity and Prevention of Plagiarism available on the student portal.

G1.13 Re-admission of Students

Council has the legal authority to refuse re-admission of a student and will do so, if a student is considered not to be making satisfactory academic progress in a programme he/she may be refused re-admission in terms of the policy approved by Council. Please consult the relevant Faculty Prospectus for the re-admission rules applicable to a particular Faculty or programme.

G1.14 Effect of Amendment of Rules

If either the general rules for qualifications or specific faculty rules applicable to an academic qualification are amended, the new rules shall apply to all affected students, unless those rules specifically state that the previous rules shall still apply to students who commenced their studies prior to the amendment.

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| G2 | GENERAL RULES FOR ADVANCED DIPLOMAS AND B TECH DEGREES |
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(Unless stipulated otherwise hereinafter, or unless the context indicates otherwise, the general rules for all qualifications shall also apply to BTech degrees - BTech degrees are in the process of being phased out.)

G2.1 Admission

2.1.1 The holders of a relevant national diploma of the University or holders of other qualifications approved by Senate, or students who have passed the examinations on the grounds of which they will be awarded a national diploma by the University or on the grounds of which the required status may later be granted to them, may be accepted as students for BTech degrees.

2.1.2 Additional requirements relating to the level of competence achieved for the national diploma may be stipulated in the faculty rules.

G2.2 Duration of Study

The curriculum for a full-time Advanced Diploma and BTech degree shall be offered over at least one year. The curriculum for a part-time Advanced Diploma and BTech degree shall normally be offered over at least two years. Additional specifications are stipulated in the faculty prospectuses.

G2.3 Examinations

2.3.1 On the completion of an examination a student shall be awarded a final mark not exceeding 100% in each module. Provision may be made in the departmental or faculty rules for the student's class mark, if any, to be taken into consideration for the calculation of the final mark.

2.3.2 The degree shall be awarded to a student who obtains at least 50% in each prescribed module.

The degree shall be awarded *cum laude* to students who –

- (a) obtain a weighted average mark of not less than 75% for all the modules prescribed in their curriculum, provided that all the modules have been passed at the first attempt and
- (b) complete the qualification in the prescribed minimum period of study for the applicable full-time or part-time programme as stipulated in the faculty prospectus.

G2.4 Projects

2.4.1 The date for the submission of projects (where applicable) shall be the first Friday of December for the autumn graduation and the first Friday in August for the summer graduation as published in the University Almanac, unless an earlier date has been determined in the faculty rules. Students may nevertheless submit their projects after the above-mentioned submission date subject to provisions of rule G2.4.2.

2.4.2 If the examination of a student's project is not completed in time for the degree to be awarded, the student must re-register for the academic year concerned.

G2.5 Re-admission

Students, who have not completed the degree after two years (full-time) or four years (part-time), must apply for re-admission to the studies for the degree. Should such students be re-admitted, the retention of credits already obtained towards the degree shall be subject to departmental approval.

G3 GENERAL RULES FOR POSTGRADUATE CERTIFICATES AND DIPLOMAS

(Unless stipulated otherwise hereinafter, or unless the context indicates otherwise, the general rules for all qualifications shall also apply to postgraduate diplomas.)

G3.1 Admission

3.1.1 The holders of an appropriate bachelor's degree or holders of an appropriate Advanced Diploma of the University or holders of other qualifications approved by Senate.

3.1.2 Additional requirements relating to the level of competence achieved for the bachelor's degree or Advanced Diploma may be stipulated in the faculty rules.

G3.2 Duration of Study

The curriculum for a full-time Postgraduate Diploma and Postgraduate Certificate shall be offered over at least one year. The curriculum for a part-time Postgraduate Diploma and Postgraduate Certificate shall normally be offered over at least two years. Additional specifications are stipulated in the faculty prospectus.

G3.3 Examinations

3.3.1 On the completion of an examination a student shall be awarded a final mark not exceeding 100% in each module. Provision may be made in the departmental or faculty rules for the student's class mark, if any, to be taken into consideration for the calculation of the final mark.

3.3.2 The diploma shall be awarded to a student who obtains at least 50% in each prescribed module.

3.3.3 The diploma shall be awarded *cum laude* to students who –

- (a) obtain a weighted average mark of not less than 75% for all the modules prescribed in the curriculum, provided that all the modules have been passed at the first attempt; and
- (b) complete the qualification in the prescribed minimum period of study for the applicable full-time or part-time programme.

G3.4 Re-examinations

3.4.1 The Faculty Management Committee may, on the recommendation of the Head of Department or Director of the School, allow students to present themselves for a re-examination in a module or modules failed, provided that the student has obtained a final mark of at least 45% in the relevant module(s).

3.4.2 Last outstanding module - category

In exceptional circumstances, and with the permission of the Faculty Management Committee, a student who has obtained a final mark of less than 45% for a module, may be granted a re-examination in that module. Such exceptional circumstances include students who are in their final year of study, and who after either the first or second semester final assessments need only one module to obtain his/her qualification.

3.4.3 A re-examination does not constitute a separate new assessment. The criteria and ratios used in the original calculation of the final mark shall also apply to the re-examination, but the final mark thus obtained may not exceed 50%.

G3.5 Repeating modules in Postgraduate Certificates and Diplomas

Unless Senate approves a different rule for a specific programme, a Postgraduate Diploma student shall be permitted to repeat a failed module more than once provided that the maximum period of study is not exceeded.

G3.6 Research project

G3.6.1 The final date for the submission of a research project, should it be prescribed in the curriculum shall be the first Friday of December for the autumn graduation and the first Friday in August for the summer graduation as published in the University Almanac, unless an earlier date has been determined in the faculty rules. Students may nevertheless submit their research project after the above-mentioned submission date subject to provisions of Rule G3.6.2.

G3.6.2 If the examination of a student's research project is not completed in time for the diploma to be awarded, the student must re-register for the academic year concerned.

G3.7 Re-admission

Students, who have not completed the diploma after two years full-time and four years part-time study, must apply for re-admission to the studies for the degree. Should such students be re-admitted, the retention of credits already obtained towards the qualification shall be subject to departmental approval.

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| G4 | GENERAL RULES FOR HONOURS DEGREES |
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(Unless stipulated otherwise hereinafter, or unless the context indicates otherwise, the general rules for all qualifications shall also apply to honours degrees.)

G4.1 Admission

4.1.1 The holders of a relevant bachelor's degree of the University or holders of other qualifications approved by Senate, or students who have passed the examinations on the grounds of which they will be awarded a bachelor's degree by the University or on the grounds of which the required status may later be granted to them, may be accepted as students for honours degrees.

4.1.2 Additional requirements relating to the level of competence achieved for the bachelor's degree may be stipulated in the faculty rules.

G4.2 Duration of Study

The curriculum for an honours degree shall be offered over at least one year full-time and two years part-time study. Additional specifications are stipulated in the faculty prospectus.

G4.3 Examinations**4.3.1**

On the completion of an examination a student shall be awarded a final mark not exceeding 100% in each module. Provision may be made in the departmental or faculty rules for the student's class mark, if any, to be taken into consideration for the calculation of the final mark.

4.3.2

The degree shall be awarded to a student who obtains at least 50% in each prescribed module.

4.3.3

The degree shall be awarded *cum laude* to students who –

(a) obtain a weighted average mark of not less than 75% for all the modules prescribed in their curriculum, provided that all the modules have been passed at the first attempt; and

(b) complete the qualification in the prescribed minimum period of study for the applicable full-time or part-time programme.

G4.4 Re-examinations**4.4.1**

The Faculty Management Committee may, on the recommendation of the Head of Department or Director of the School, allow students to present themselves for a re-examination in a module or modules failed, provided that the student has obtained a final mark of at least 45% in the relevant module(s).

4.4.2

In exceptional circumstances, and with the permission of the Faculty Management Committee, a student who has obtained a final mark of less than 45% for a module, may be granted a re-examination in that module. Such exceptional circumstances include students who are in their final year of study, and who after either the first or second semester final assessments need only one module to obtain his/her qualification.

4.4.3

A re-examination does not constitute a separate new assessment. The criteria and ratios used in the original calculation of the final mark shall also apply to the re-examination, but the final mark thus obtained may not exceed 50%.

G4.5 Repeating modules in Honours degrees

Unless Senate approves a different rule for a specific programme, an Honours student shall be permitted to repeat a failed module more than once provided that the maximum period of study is not exceeded.

G4.6 Treatises**4.6.1**

The date for the submission of treatises shall be the first Friday of December for the autumn graduation and the first Friday in August for the summer graduation as published in the University Almanac, unless an earlier date has been determined in the faculty rules. Students may nevertheless submit their treatise after the above-mentioned submission date subject to provisions of rule G4.6.2.

4.6.2

If the examination of a student's treatise is not completed in time for the degree to be awarded, the student must re-register for the academic year concerned.

G4.7 Re-admission

Students, who have not completed the degree after two years, must apply for re-admission to the studies for the degree. Should such students be re-admitted, the retention of credits already obtained towards the degree shall be subject to departmental approval.

| G5 | GENERAL RULES FOR MASTER'S AND DOCTORAL DEGREES |
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| | (Unless stipulated otherwise hereinafter, or unless the context indicates otherwise, the general rules for all qualifications shall also apply to master's and doctoral degrees.) |
| G5.1 | Admission |
| 5.1.1 | Holders of a recognised Honours or four year professional bachelor's degree of a University (in the case of master's studies) and the holders of a recognised master's degree of the University (in the case of doctoral studies) or the holders of other qualifications approved by Senate, may be accepted as students for the relevant degree. |
| 5.1.2 | Students who have passed the examinations on the grounds of which they will be awarded the relevant degree by a University or on the grounds on which the required status may later be granted to them, or who have in any other manner (e.g. RPL) attained a level of competence which in Senate's opinion is adequate for the purpose of postgraduate studies or research at the required level, may be accepted as students for the relevant degree. |
| 5.1.3 | Apart from the general admission requirements, a student may be required to fulfil further requirements, e.g. supplementary work or an oral/written examination as prescribed by Senate. |
| 5.1.4 | Applicants wishing to pursue either a master's by dissertation or doctoral studies are required, as part of the application process, to provide a broad outline of a proposed area of research. Applicants wishing to pursue a coursework master's will receive guidance from the assigned postgraduate programme co-ordinator with regard to the choice of a research topic to fulfil the requirements for the treatise component of their chosen degree programme. |
| 5.1.5 | An application for registration as a student for a postgraduate qualification may, after selection by the Head of Department or Director of School, in consultation with the relevant Postgraduate Studies Coordinator, and ratification by the Faculty Postgraduate Studies Committee, be processed by the Postgraduate Admissions Office. |
| 5.1.6 | Where applicable, a student must submit a research proposal for approval by the Faculty Postgraduate Studies Committee within the prescribed minimum period as stipulated in the <i>Policy on Master's and Doctoral Degrees</i> . Once such approval has been obtained, an official research project is registered by the Faculty Administration Office. |
| 5.1.7 | Unless the Faculty Postgraduate Studies Committee decides otherwise, no student will be allowed to continue with his/her studies if a research project has not been registered within the prescribed minimum period as stipulated in the <i>Policy on Master's and Doctoral Degrees</i> . The university may refuse a student re-admission, if such a student fails to make satisfactory academic progress in terms of agreed upon outcomes with his/her research supervisor. |
| G5.2 | Duration |
| 5.2.1 | The minimum period of study for a postgraduate research qualification is as follows: Master's degree: One (1) year Doctoral degree: Two (2) years |
| 5.2.2 | Unless Senate approves a different rule for a specific programme, the maximum period of study for the following postgraduate qualifications is as follows: Full-time Studies Master's by coursework and treatise: Three (3) years Master's by dissertation: Three (3) years Master in Business Administration full time: 4 years Doctoral studies: Four (4) years Part-time Studies Master in Business Administration part time: 6 years |

Master in Business Administration block release: 6 years

Master's by coursework and treatise: Four (4) years

Master's by dissertation: Four (4) years

Doctoral studies: Six (6) years

- 5.2.3**
- (a) A student's application for extension of the maximum period of study, as referred to in par. 5.2.2, must –
 - (i) complete the prescribed form and provide comprehensive reasons for the student's failure to complete the programme within the prescribed period; and
 - (ii) stipulate his/her proposed date of completion of the programme.
 - (b) An application for extension of the maximum period of study is subject to the approval of –
 - (i) the Faculty Postgraduate Studies Committee for any period up to twelve (12) months;
 - (ii) the NMMU Postgraduate Studies Committee, on recommendation of the Faculty Postgraduate Studies Committee, for any period exceeding twelve (12) months.
 - (c) Appeals against the decisions of the Faculty Postgraduate Studies Committee and the NMMU Postgraduate Studies Committee in the above regard are considered by the NMMU Postgraduate Studies Committee and the Executive Committee of Senate, respectively, whose decisions are final.
 - (d) Applications for extensions of study period should be submitted to the Faculty Administration Office by the end of November for the following academic year.

- 5.2.4** On recommendation of the supervisor, the Faculty Postgraduate Studies Committee may refuse permission for the continued registration of a student on the grounds of unsatisfactory academic progress. The university may refuse a student re-admission, if such a student fails to make satisfactory academic progress in terms of agreed upon outcomes with his/her research supervisor.

- 5.2.5** If in any year a new student for a research degree registers after the last working day of April, their period of registration for that academic year shall not be taken into account for the purpose of rule G5.2.1 and will pay fees on a pro rata basis.

G5.3 Registration and Continuing Registration

- 5.3.1** Coursework Master's degree students must be registered before the start of the relevant lecture programme.

- 5.3.2** Subject to G5.2.5 above, the first registration of students for research Master's and Doctoral degree programmes may be at any time during the academic year.

- 5.3.3** A student must renew his/her registration for the study on an annual basis, for the full period of study, until he/she has complied with all the prescribed requirements for the degree. Such registration must take place within the normal registration period. Late registrations shall be accepted up to the predetermined date published in the Almanac of the University. If a student fails to renew his/her registration as a student, the registration of his/her research project shall lapse.

- 5.3.4** If the examination of a student's treatise/dissertation/thesis is not completed in time for the degree to be awarded in a particular year, the student must re-register for the academic year concerned and pay a fee as determined.

- 5.3.5** The Faculty Postgraduate Studies Committee can, on the recommendation of the supervisor, approve a student's application for studies to be placed in abeyance for a period of up to one academic year; in which case the student must submit a motivated application regarding the above before the last day of February of the relevant year to the relevant Head of Department or Director of School.

- 5.3.5.1** If a student does not apply for studies in abeyance by the published deadline or fails to re-register in the following academic year for the relevant postgraduate degree, such a student forfeits the right of abeyance and will have to re-apply for admission.

G5.4 Module Exemptions/Module Credits

Applications for credits in respect of coursework Master's studies will, on the recommendation of the relevant Head of Department, be considered by the Faculty Postgraduate Studies Committee.

G5.5 Outcomes of the Research

5.5.1 A student must in his/her treatise/dissertation/thesis achieve the relevant outcomes articulated in the University's *Policy on Master's and Doctoral Degrees*, a copy of which will be made available to him/her.

5.5.2 The Faculty Postgraduate Studies Committee must approve the research title of a treatise/dissertation/thesis in advance.

5.5.3 Students shall conduct their research under the guidance of a supervisor appointed by the Faculty Postgraduate Studies Committee. In the event of a supervisor being appointed from outside the University, the Faculty Postgraduate Studies Committee shall also appoint, as co-supervisor, a member of the academic staff of the University, except if this is not practical on account of lack of expertise.

In the latter case the Faculty Postgraduate Studies Committee shall nevertheless appoint an academic staff member of the University to liaise with the supervisor about implementation of the University's administrative and academic policies.

5.5.4 In the event of a supervisor ceasing to be a member of the academic staff, the Faculty Postgraduate Studies Committee may request such supervisor to remain supervisor in all respects of a registered student of the University and to attend, in an advisory capacity, meetings of any committee, at which the promotion will be discussed, so that the supervisor may be available to answer any queries that may arise.

5.5.5 In compliance with the prescribed learning agreement, the student must liaise with his/her supervisor on a regular basis to report on the progress made with his/her research and to receive guidance from him/her.

5.5.6 Applications to amend research titles must be approved by the Faculty Postgraduate Studies Committee on recommendation by the supervisor. In the case of a substantial amendment, the Faculty Postgraduate Studies Committee may require an amended research proposal.

G5.6 Submission

5.6.1 When the treatise/dissertation/thesis nears completion, the student must inform the relevant Faculty Administration Office in writing of his/her intention to submit it for examination. Such notice must be given by the deadline as published in the university calendar. This intention to submit is important for the appointment of examiners for the treatise/dissertation/thesis. Failure to submit may lead to a delay in the student's assessment process.

5.6.2 A treatise/dissertation/thesis may only be submitted for examination with the written permission of the supervisor(s) or a statement by the supervisor that the treatise/dissertation/thesis is submitted against the advice of the supervisor.

5.6.3 A treatise/dissertation/thesis must be accompanied by a written declaration on the part of the student to the effect that it is his/her own original work and that it has not previously been submitted for assessment to another University or for another qualification. However, material from publications by the student may be embodied in a treatise/dissertation/thesis.

5.6.4 For purposes of examination, students must submit at least three (3) securely bound copies and one electronic copy in PDF format of the treatise/dissertation/thesis to the Examinations Office on the first Friday of December for the autumn graduation and the first Friday in August for the summer graduation as published in the University Almanac.

5.6.5 Copies of the treatise/dissertation/thesis submitted for examination shall become the property of the University and shall not be returned to the student, provided that examiners choose to return their copies.

- 5.6.6** After the treatise/dissertation/thesis has been accepted and the student has made the required amendments, if applicable, he/she must submit the following documents to the Examination Office at least three (3) working weeks before the graduation ceremony:
- one hard bound copy of the final treatise/dissertation/thesis for the library;
 - one hard bound copy of the final treatise/dissertation/thesis for each supervisor;
 - one copy in acceptable electronic format; and
 - if applicable, a written declaration by the supervisor that the proposed amendments to the treatise/dissertation/thesis have been effected.
 - if research is bound by a confidentiality agreement, the words '*research is subject to a confidentiality agreement*', must be inscribed on the cover of the treatise/dissertation/thesis, as well as on the CD.
 - Students who have not effected corrections as directed and/or have not submitted final copies of their treatise/dissertation/thesis as described above, shall be regarded as having not complied with the requirements of the qualification.
- 5.6.7** Students for doctoral degrees are required to submit to their supervisor(s) a manuscript in article format based on the research for their thesis.
- This manuscript shall –
- be prepared in the format required by an appropriate accredited journal,
 - be submitted to the supervisor within six weeks of the submission of the thesis for examination, but no later than six weeks before the graduation ceremony at which the degree will be awarded, and
 - unless the relevant faculty rules determine otherwise, not be assessed as part of the research work for the degree, but the degree will not be awarded if the manuscript has not been submitted timeously to the supervisor.
- A declaration confirming that this requirement has been met shall be submitted to the Chairperson of the Faculty Postgraduate Studies Committee by the supervisor before the relevant graduation ceremony.
- G5.7 Editorial Preparation**
- 5.7.1** The technical editing of the treatise/dissertation/thesis must comply with the requirements as determined by the University.
- 5.7.2** The examination copies of the treatise/dissertation/thesis shall normally be printed or typed with a font size 12 in at least one and a half spacing on one side of A4-format paper.
- 5.7.3** A treatise/dissertation/thesis shall contain an English summary of its contents not exceeding 500 words in the case of a thesis and 300 words in the case of a dissertation. This summary must appear in the front of the treatise/dissertation/thesis following the table of contents and must end with a list of not more than ten key words. Students may include a second summary in a language of their choice, provided that, if the language is not the medium of instruction at the University, the translation must be a sworn translation furnished at the cost of the student.
- 5.7.4** The title of the treatise/dissertation/thesis, as well as the name of the student must appear on the cover and the spine of each copy. However, with the permission of the supervisor, an abridged title can be printed on the spine.
- 5.7.5** The title page of the treatise/dissertation/thesis shall contain the following particulars:
- Full title;
 - Full name of the student;
 - The following formula:
 "Submitted in fulfilment in the case of a dissertation/thesis and partial fulfilment in the case of a master's degree by coursework and treatise of the requirements for the degree of in the Faculty of at the Nelson Mandela Metropolitan University";
 - Date of submission;
 - Name of the supervisor and co-supervisor (if applicable).
- 5.7.6** A treatise/dissertation/thesis must be satisfactory with regard to form and literary presentation and shall include a full bibliography or resource list of the material, whether published or otherwise, used in its preparation.

G5.8 Examination Rules for Master's and Doctoral Degrees**5.8.1 Constitution of the Examination Panel**

5.8.1.1 The Faculty Postgraduate Studies Committee appoints the examiners for the treatise/dissertation/thesis.

5.8.1.2 The supervisor and the co-supervisor (where applicable) act as the internal examiners for the treatise or dissertation.

5.8.1.3 In the case of a treatise/dissertation, at least one external examiner must be appointed. In the case of a thesis, at least three examiners must be appointed as contemplated in 6.1.2 of the *Policy on Master's and Doctoral Degrees* with at least two of the examiners being external to the NMMU. It is strongly recommended that, where possible, at least one international external examiner be appointed for the examination of a thesis.

5.8.2 Examination Process

5.8.2.1 Examiners must conduct their assessment in accordance with the guidelines for examiners.

5.8.2.2 The completed reports of all the examiners are submitted to the Faculty Postgraduate Studies Committee for consideration and to resolve whether the degree should be awarded or not.

5.8.2.3 A student may be required to submit to an oral or *viva voce* examination on the treatise/dissertation/thesis.

5.8.2.4 If it is decided not to award the degree, the student may be invited by the Faculty Postgraduate Studies Committee to do further work and to re-submit a revised treatise/dissertation/thesis for re-examination by the same examiners. A student is allowed only one opportunity for re-submission.

5.8.2.4.1 If a revised treatise/dissertation/thesis is not resubmitted by the deadline as published in the university calendar, the student's registration will automatically revert to a full year and will have financial implications.

5.8.2.5 In the event of a treatise/dissertation/thesis being rejected, the student may submit a duly motivated appeal in writing to the Executive Dean of the relevant Faculty within one month of the release of the result. The Executive Dean shall submit such appeal, together with the examiners' reports to the NMMU Postgraduate Studies Committee who must decide, within two weeks, whether the appeal must be upheld or not. The Chairperson of the PGSC must notify both the Dean and the student in writing of the outcome. If the appeal is granted by the NMMU Postgraduate Studies Committee, the Executive Dean notifies the Faculty Postgraduate Studies Committee, who must then appoint an independent external examiner who shall act as an arbiter (as contemplated in 6.11.6 of the *Policy on Master's and Doctoral Degrees*). The decision of the arbiter is final and binding.

5.8.3 Allocation of Final Mark for Research Project

The mark for a Master's treatise/dissertation is calculated as follows:

- (a) The mark(s) of the external examiner(s) count at least 50% towards the final mark. If there is more than one external examiner, the average of the marks allocated by them constitutes the external mark. The same applies to the internal examiner(s).
- (b) Where all the examiners pass the student, but there is a significant discrepancy between the marks allocated by the external and internal examiners, the Faculty Postgraduate Studies Committee has the discretion to attach a greater weight to the mark(s) of the external examiner(s).

5.8.4 Examination and Re-Examination of Coursework Modules in Master's Degrees

5.8.4.1 On the completion of an examination a student shall be awarded a final mark not exceeding 100% in each module. Provision may be made in the departmental or faculty rules for the student's class mark, if any, to be taken into consideration for the calculation of the final mark.

5.8.4.2 The degree shall be awarded to a student who obtains at least 50% in each prescribed module.

- 5.8.4.3** The Faculty Postgraduate Studies Committee may, on the recommendation of the Head of Department or Director of the School, allow students to present themselves for a re-examination in a module or modules failed, provided that the student has obtained a final mark of at least 45% in the relevant module(s).
- 5.8.4.4** In exceptional circumstances, and with the permission of the Faculty Postgraduate Studies Committee, a student who has obtained a final mark of less than 45% for a module, may be granted a re-examination in that module. Such exceptional circumstances include students who are in their final year of study, and who, after either the first or second semester final assessments, need only one module to obtain his/her qualification.
- 5.8.4.5** A re-examination does not constitute a separate new assessment. The criteria and ratios used in the original calculation of the final mark shall also apply to the re-examination, but the final mark thus obtained may not exceed 50%.
- 5.8.5** **Repeating Coursework Modules in Master's Degrees**
Unless Senate approves a different rule for a specific programme, a Master's student shall be permitted to repeat a failed module more than once provided that the maximum period of study is not exceeded.
- 5.8.6** **Awarding the Degree Cum Laude**
- 5.8.6.1** A Master's student obtains the degree *cum laude* if he/she –
- In the case of a coursework degree:
 - Passes all the modules at the first attempt;
 - obtains a weighted average mark of at least 75% for all the modules; and
 - obtains a final mark of at least 75% for the treatise.
 - In the case of a research degree, obtains a final mark of at least 75%
 - Completes the qualification within the prescribed maximum period of study for the applicable full-time or part-time programme.
- 5.8.6.2** A Doctoral degree is not conferred *cum laude*.

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| G6 | COPYRIGHT AND INTELLECTUAL PROPERTY |
| The intellectual property rights resulting from a candidate's research shall vest in the University. Subject to rule G7, the candidate shall nevertheless be entitled to publish the treatise/dissertation/thesis in the original or amended form within one year of the degree being awarded. | |

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| G7 | SENSITIVE TREATISES / DISSERTATIONS / THESES |
| Procedures to be followed with regard to treatises/dissertations/theses which require industrial or other confidentiality: | |
| G7.1 | In the case of treatises/dissertations/theses or parts thereof that could possibly contain sensitive information which has been made available by (an) organization(s) and which must be treated as confidential/classified. |
| G7.2 | The relevant Head of Department, via the Faculty Management Committee, makes a submission to the Executive Committee of Senate i.r.o. the degree, nature and period of the required limited access to the treatise/dissertation/thesis in which case the Executive Committee of Senate may then decide that the following will apply: <ul style="list-style-type: none"> ▪ The content of the treatise/dissertation/thesis may not be revealed in any document or in any other way within the period as determined by the Executive Committee of Senate, except with the written permission of the organization/candidate/promoter or person who originally requested the classification of the document. The period of confidentiality will commence on the date on which it is handed in for examination purposes. ▪ Duplication and binding for examination purposes must be done under the strictest supervision. ▪ The prescribed bound copies as well as the electronic copy must be stored in the Safety Section of the Library for the stipulated period of time, whereafter it will be released as soon as declassification has taken place or the stipulated period of time has expired. |
| G7.3 | In the case of treatises/dissertations/theses of a sensitive nature, the members of the examination panel will be required to sign a confidentiality agreement. |

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| S. | GENERAL STUDENT REGULATIONS |
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Preamble

Whilst the General Rules for Students are intended to promote cordial relationships between the University Management and the Students as the integral part of the broader Community of the NMMU, it remains the collective responsibility of both Management and the Students to see to the effective operationalisation of these rules, whilst not losing focus of the NMMU's transformation agenda of creating an affirming and welcoming environment for all who live, study, work, teach and visit the University. One of the core values of the NMMU relate to "Student-Centredness" and with these rules, it is hoped that the NMMU will constantly strive to remain sensitive to the students' welfare and Code of Good Conduct, whilst recognising their individual and collective rights to fair treatment as the citizens of South Africa.

S1 Miscellaneous Regulations and Student Behaviour

- S1.1** Every student is subject to the University's policies, rules, regulations and disciplinary code and must familiarize himself/herself with these. (Access can be gained to the Institutional Regulatory Code via the Student Portal on the Intranet.)
- S1.2** The University may demand an appropriate certificate of good conduct before admitting a student.
- S1.3** Only in emergencies may students, their families or friends use the University address or telephone for private correspondence or telephone conversations.
- S1.4** The University is not responsible for the loss, theft, damage or destruction of or to the property of students while such property is on University premises or in University buildings, regardless of the cause of such damage or loss.
- S1.5** Eating and drinking is prohibited in the University's venues of instruction.
- S1.6** Should the rights and privileges of a student be temporarily or permanently suspended or should he/she be denied the right to continue his/her career as a student, such student shall forfeit all claims of repayment, reduction or cancellation of monies paid or payable to the University.
- S1.7** **A student must:-**
- give notice of any change of address without delay;
 - be conversant with the regulations of the relevant Faculty where he/she has registered as well as the regulations regarding the registration and payment of tuition, hostel and examination fees as set out in the relevant prospectus; and
 - obtain the necessary information from the relevant Executive Dean on the various requirements and regulations regarding the course for which he/she has registered.

S2 Identity Cards

- S2.1** Identity/proximity cards are issued to all students on registration.
- S2.2** It is compulsory for all students to carry identity/proximity cards on the campus or inside any building of the campus. The card must be displayed on the student's person in such a manner that it is visible at all times.
- S2.3** A student who cannot produce his/her identity/proximity card shall not be allowed to enter any University building.

S3 Student Organisations

Only student organizations which are registered at the University in accordance with the set procedure and within the framework of University policy shall be allowed to operate on the campus and to make use of the facilities of the University.

S4 Dangerous, Contagious and/or Notifiable Infections and Infestations

A student who has been suffering from an infectious disease or who has been exposed to such disease shall furnish to the Registrar a medical certificate to the effect that he/she may resume attendance at the University without the risk of infection to others.

S5 Firearms and Dangerous Weapons

Any specific area, grounds, building or facility of the NMMU is declared a fire arms free zone, in accordance with Section 140 of the Fire Arms Control Act, No 16, 2000. No student on campus may have in his/her possession any other dangerous weapons without the written consent of the Vice-Chancellor.

S6 Student Accommodation

S6.1 To be admitted to a residence, a student must comply with all the admission requirements as stipulated in the University Prospectus.

S6.2 Any person using on-campus Student Housing buildings and facilities at any time is subject to the Student Housing Policy and the Student Residence Disciplinary Code and must familiarize himself/herself with these.

S7 Safety of Students

S7.1 The University is not responsible for injuries sustained by a student or applicant while on University premises, regardless of the cause of such injuries.

S7.2 Several courses require visits to factories, businesses, etc. On such occasions students may be required to arrange their own transport although official transport will be provided whenever possible. This also applies to sporting and other offered student activities. While all reasonable precautions are taken to ensure the safety of students during above-mentioned activities the University is not responsible for accidents, assaults, injuries, damage or loss which a student may suffer during the course of such activities.

S7.3 In cases where students use their own private transport for student visits or sporting activities their attention is drawn to the conditions of their respective motor vehicle insurance policies, if any, in terms of a comprehensive motor vehicle insurance. The onus for effective insurance rests exclusively with the student, his/her parent or guardian. During these excursions students will not automatically be accompanied by a member of staff; this will depend on University requirements.

S7.4 Various courses at the University necessitate practical sessions in laboratories at the University and sometimes at institutions outside the University. The University is not responsible for injuries and/or the acquiring or transmission of infections during these sessions. Students will, however, be informed timeously and thoroughly about the necessary precautionary measures to prevent such injuries and/or infections. These stipulations are also applicable to students who are undergoing in-service training. Where vaccination and/or other forms of injections, medication, etc. are necessary, the onus is on the student to take the necessary precautionary steps. The student is responsible for the costs incurred by such prophylactic medical treatment.

S7.5 Student initiation is forbidden.

TRAFFIC RULES

- T 1** All private motor vehicles (including motor cycles) used in coming to the campus by members of staff and students must be registered and must display a parking/access disc issued by the Space Utilization at Maintenance Services on the north campus. This parking disc must be displayed on the inside of the vehicle's windscreen and not on the dashboard.
- T 2** It is the responsibility of vehicle owners to ensure that they request, obtain and attach such parking disc annually.
- T 3** Parking is allowed in the various allocated official parking spaces on a campus to campus basis.
- T 3** The general speed limit on the campus is 40 km/h and may not be exceeded.
- T 4** The right of submitting representations to the HOD: Protection Services in respect of a traffic fine imposed by the Traffic Officer or duly authorized Protection Services Officer is provided for.
- T 5** The decision of the HOD: Protection Services in respect of such written submission is final.
- T 6** Repeated or serious infringements of traffic rules are punishable under the disciplinary rules of the University and could lead to such driver being restricted in accessing the grounds.
- T 7** The Vice-Chancellor is empowered to amend existing or to make new traffic rules.

A complete copy of the latest Traffic Rules is available from Protection Services.

STUDENT DISCIPLINARY CODE

PREAMBLE

The rules in this Student Disciplinary Code have been approved by the Council of the Nelson Mandela Metropolitan University in terms of section 36, read with section 32(2)(d) of the Higher Education Act, 1997 and the relevant provisions of the Institutional Statute. The Council exercises control over student discipline in terms of these rules.

1. DEFINITIONS AND INTERPRETATION

- 1.1 Central Disciplinary Committee** - means the Central Disciplinary Committee established in accordance with paragraph 5.1 of this Code.
- 1.2 George Campus Disciplinary Committee** – means the disciplinary committee established in accordance with paragraph 6.1 of this Code.
- 1.3 Initiator** – means a person who has the necessary appropriate knowledge, appointed by the Vice-Chancellor to act as initiator in proceedings of the disciplinary committees established in accordance with the provisions of this Code.
- 1.4 Internal Review** – means a re-evaluation of the evidence and decision taken at the initial hearing, and includes both substantive and procedural matters.
- 1.5 Residence Disciplinary Committee** – means a disciplinary committee established in terms of the disciplinary rules for residences.
- 1.6 SRC** – means the Student Representative Council.
- 1.7 SRC disciplinary committee** – means a disciplinary committee established in terms of the SRC constitution.
- 1.8 Student** – means any person:
- 1.8.1** who is registered with the University for any form of study and includes an applicant who has lodged an application for any form of study at the University, as well as any person who has left the University where the question of the propriety of a degree improperly attending an orientation programme, prescribed for new entrants, at the University.
- 1.8.2** obtained, or of conduct pertaining to an assessment is in issue.
- 1.9** Council Sentencing Guideline is incorporated by reference into this document.

2. JURISDICTION

- 2.1** The Central Disciplinary Committee and the George Campus Disciplinary Committee may deal with alleged contraventions of any rule under the jurisdiction of the University.
- 2.2** Where misconduct cannot be dealt with by one of the committees referred to in paragraphs 1.5 or 1.7 due to the seriousness of the alleged offence or lack of jurisdiction, the matter must be dealt with by the Central Disciplinary Committee or the George Campus Disciplinary Committee, as appropriate.
- 2.3** If, during the course of proceedings, or after a student has been found guilty by one of the disciplinary committees referred to in paragraphs 1.5 or 1.7, it appears that a penalty, which falls outside its jurisdiction, would be suitable, the committee may terminate its proceedings and refer the matter to the chairperson of the Central Disciplinary Committee or the George Campus Disciplinary Committee, as appropriate.
- 2.4** If, during the course of proceedings before the Central Disciplinary Committee or the George Campus Disciplinary Committee, it appears that the matter at hand falls within the jurisdiction of one of the disciplinary committees referred to in paragraphs 1.5 or 1.7, it may terminate its proceedings and refer the matter to the appropriate disciplinary committee.
- 2.5** If a matter is transferred from one disciplinary committee to another, a report of the oral evidence thus far, as approved by all the members of the first disciplinary committee, or the recording/transcript of the proceedings, if required, as well as any documentary evidence already obtained, may serve as evidence before the new disciplinary committee and a finding by the first disciplinary committee may be acted upon by the new disciplinary committee.
- 2.6** The Central Disciplinary Committee or the George Campus Disciplinary Committee, as applicable, serves as a review body for decisions of the disciplinary committees referred to in paragraphs 1.5 and 1.7.

3. MISCONDUCT

- 3.1** A student shall be guilty of misconduct if he/she deliberately or through negligence:
- 3.1.1** conducts himself/herself in such a way, which either in fact is or could be prejudicial to the good name of the University, the maintenance of order and discipline at the University, or the proper performance of the work of the University;
- 3.1.2** infringes any rule or policy of the University applicable to students;
- 3.1.3** refuses to submit to the authority of any legitimate decision of the Council, the Senate, or other authoritative body or staff member of the University;
- 3.1.4** encourages a fellow student to commit any act of misconduct;
- 3.1.5** conducts himself/herself in any other respect in an unbecoming, improper or disgraceful way on any of the University campuses or elsewhere as a student of the University;
- 3.1.6** takes into the examination or test room, or has in his/her possession whilst in the room, any books, memoranda, notes, devices, or any paper whatsoever, except such answer books or other books or papers or devices as have been authorised by the invigilator;
- 3.1.7** aids or attempts to aid another candidate or obtains or attempts to obtain aid from another candidate or communicates or attempts to communicate in any way with another candidate during an examination or test;
- 3.1.8** uses University computers or other equipment in an unauthorised or inappropriate manner;
- 3.1.9** commits an act of plagiarism, including the copying of another student's assignment, or copyright infringement;
- 3.1.10** uses, possesses or distributes alcohol on University premises without obtaining the necessary approval from the relevant University authority;
- 3.1.11** uses, possesses or distributes drugs illegally on University premises.
- 3.2** Conviction in a criminal court shall be prima facie proof of misconduct, where applicable.

4. SUMMARY SUSPENSION

- 4.1** The Vice-Chancellor may, if he/she deems it to be in the interests of the maintenance of good order and discipline at the University, summarily suspend a student for a specified

time from all or any of the campuses or residences, the attendance of lectures or any other activity of the University.

4.2 The period of suspension may extend until such time as:

4.2.1 the student has been found not guilty by the disciplinary committee,

4.2.2 the student's request for review has been settled in his/her favour, or

4.2.3 the coming into effect of the penalty imposed in terms of this Code.

4.3 The Vice-Chancellor may, at any time, set aside the suspension, which he/she has imposed on a student in terms of paragraph 4.1, and, after so doing; he/she may re-impose such suspension.

5. THE CENTRAL DISCIPLINARY COMMITTEE

5.1 Establishment of Central Disciplinary Committee

The Council shall establish a Central Disciplinary Committee for the Port Elizabeth campuses of the University.

5.2 Composition of the Central Disciplinary Committee

The Central Disciplinary Committee shall consist of:

5.2.1 a chairperson, who shall be a jurist, appointed by the Vice-Chancellor,

5.2.2 the Dean of Students or his/her nominee, and

5.2.3 a member of the SRC, preferably a law student, appointed by the SRC.

5.2.4 the Executive Dean of each faculty or his/her nominee who shall serve on a rotational basis, provided the same panellist presides for the entire session (and in a subsequent session in the event of a matter being part heard).

5.2.5 In the interest of clarity, all panellists, including the student appointed in terms of 5.2.3, serves as autonomous members of the Committee, and not as a representative of a constituency.

5.3 Quorum

5.3.1 At any meeting of the Central Disciplinary Committee the Chairperson and two other members shall constitute a quorum.

5.3.2 If at any stage during the sitting of the Central Disciplinary Committee a member of the Committee is no longer able to participate in the proceedings, or is absent for any reason, the hearing will continue, provided that the panel is properly constituted and that the Committee is quorate.

5.4 Procedure

5.4.1 Whenever misconduct is alleged, or if any person has reason to believe that misconduct in terms of this Code is being or has been committed, a report, preferably in writing, must be made to the Head of Protection Services at the University or to a person acting on his/her behalf.

5.4.2 After receiving the report referred to in paragraph 5.4.1, the Head of Protection Services who must forthwith cause the matter to be investigated. For this purpose, evidence may be gathered by interviewing any person who may be involved either as an accused or a potential witness. Statements may also be taken and the Head of Protection Services may do whatever is necessary for the purpose of such investigation.

5.4.3 On conclusion of the investigation referred to in paragraph 5.4.2, a report must be submitted to the initiator, who will decide on the appropriate disciplinary committee to deal with the matter.

5.4.4 In the event of proceedings being instituted in the Central Disciplinary Committee, the following procedure shall be followed:

(a) The allegation is served on the student in writing at least five (5) working days

- before the hearing, also stating the date, time and place of the hearing. A copy of this Code must be simultaneously served on the student.
- (b) Any complainant or witness required for the hearing shall be informed in writing at least three (3) working days before the hearing.
 - (c) The initiator shall lead evidence to support the allegation, examine witnesses and the accused, and address the Committee.
 - (d) The accused may present his/her case, lead evidence in his/her defence, examine witnesses and address the Committee.
 - (e) The accused may be assisted by a fellow student or, in the case of a minor, by a family member.
 - (f) In highly exceptional circumstances, the Chairperson, may, in his/her discretion, permit the accused to be represented by a legal practitioner.
 - (g) The complainant, the accused, and any witnesses may be questioned by the members of the Committee.
 - (h) The Central Disciplinary Committee hearing shall be conducted in an informal manner, and in accordance with the Constitution, the rules of natural justice, applicable legislation and with due regard to the rights of the accused student. No accused student will be prejudiced by reason of a failure to comply with the rules of procedure or rules of evidence as applied in the ordinary courts.
 - (i) If the accused fails to attend or to remain in attendance, or disrupts the hearing, the hearing may continue in his/her absence.
 - (j) The findings of the Committee shall be decided in camera by majority vote. In the event of a tie in the voting, the Chairperson shall have a casting vote.
 - (k) The proceedings at the hearing shall be recorded by the minuting secretary.
 - (l) Subject to paragraph 5.5.3 and paragraph 7.1 a decision of the Committee becomes effective as soon as the accused is informed in writing of the finding and the penalty.
 - (m) No student who has been expelled following proceedings under this Code shall be re-admitted at any time, save with the express consent of the Vice-Chancellor. The Vice-Chancellor's decision shall be informed by written representation by the student together with a recommendation by the Dean of Students and Executive Dean concerned.
 - (n) A Discipline Record Book shall be kept in which shall be entered:
 - Name of Disciplinary Authority
 - Name and student number of student found guilty
 - Nature of charge
 - Finding of Disciplinary Committee
 - Penalty imposed
 - Date of finding and penalty
 - (o) If a student is found guilty of misconduct in terms of this Code, this will be reflected on his/her record of conduct; provided that the Committee may nevertheless resolve that no record of the misconduct be entered on the student's record of conduct.
 - (p) The accused may, within ten (10) working days of receiving the written decision of the Committee, request that the decision of the Committee be reviewed in accordance with paragraph 7.
 - (q) If, on review, the finding and/or penalty is amended, this decision of the Review Committee shall be entered in the Discipline Record Book.
 - (r) The Head: Legal Services shall submit an annual report to the Council, via MANCO, listing the offences and penalties imposed by the Disciplinary Committee.
 - (s) A student charged with offences categorised as a category three offence in the Council Sentencing Guideline, may elect, upon receipt of an Admission of Guilt Notice, in his/her sole discretion, to pay an Admission of Guilt fine to avoid an appearance before a disciplinary committee.
 - (t) Any student who is in receipt of an Admission of Guilt Notice, but chooses to appear before a disciplinary committee shall notify the Director: Legal Services in writing of his/her decision within 5 working days of being issued with such notice. If no such notice has been given to the Director: Legal Services, the Director: Legal Services may, after a further 10 working days, debit the student's fees account if the fine

remains unpaid.

- (u) A schedule of such fines, determined in terms of paragraph 8.3, shall be placed on the Student Portal by the Director: Legal Services and reviewed at the commencement of each academic year.

5.5 Competent Penalties

5.5.1 The Central Disciplinary Committee may impose any of the following penalties, subject to the provisions in paragraph 5.5.3:

- (a) Oral reprimand and/or warning
- (b) Reprimand and/or warning in writing
- (c) Apology in writing to a particular person or body
- (d) Compensation for, or repair of damage caused by the student
- (e) Payment of a suitable fine, not exceeding R5000
- (f) Deprivation of all or some of the following privileges for a determined or indefinite period:
 - (i) Participation as a member, organiser or official of any student organisation or participation in any student activities of any nature
 - (ii) Obtaining or wearing the colours of the University in any form
 - (iii) Use of library facilities
 - (iv) Access to computer facilities of the University
- (g) Forbid the student to keep or drive a motor vehicle of any nature on the University premises
- (h) Forfeiture of a bursary and/or loan
- (i) Revoking a student's appointment of any kind whatsoever
- (j) Refusal of admission to any or all University examinations and/or tests and/or other forms of assessment
- (k) Forfeiture of examination marks, semester marks, course marks and any other forms of credit acquired in University examinations, tests, or by other means
- (l) Forfeiture of a degree, diploma or other certificate obtained from the University in a fraudulent manner
- (m) The imposition of appropriate University community service for such period as the Committee may deem fit in the circumstances; alternatively if the community service is not performed or is not performed satisfactorily, a fine not exceeding an amount of R5000 may be imposed
- (n) Suspension from the University and/or a University residence for a specified period
- (o) Expulsion from the University and/or a University residence.
- (p) Any other suitable penalty

5.5.2 In any case where the penalty mentioned above is imposed, the Central Disciplinary Committee may postpone the coming into effect of that penalty or any part thereof for a definite period on such conditions as the Committee may deem equitable.

5.5.3 A penalty of expulsion or suspension imposed by the Central Disciplinary Committee shall not come into operation until it has been approved by the Vice-Chancellor.

5.6 Powers Of Review

5.6.1 A request for review by the Central Disciplinary Committee must be lodged with the Chairperson of the Central Disciplinary Committee by the student within ten (10) working days of written notification of the finding and penalty of the disciplinary committee referred to in paragraph 1.5 or 1.7, as applicable.

5.6.2 The request referred to in paragraph 5.6.1 must be accompanied by the reasons for making it.

5.6.3 The execution of the penalty imposed by a disciplinary committee referred to in paragraph 1.5 or 1.7, as applicable, shall be postponed pending the outcome of the review by the Central Disciplinary Committee.

- 5.6.4** The disciplinary committee referred in paragraph 1.5 or 1.7, as applicable, shall submit a written report to the Chairperson of the Central Disciplinary Committee. The report shall set out:
- the procedure followed;
 - the facts established; and
 - the factors taken into consideration in the imposition of the penalty.

- 5.6.5** The Central Disciplinary Committee shall have the power to:
- (a) confirm or set aside the decisions of the previous disciplinary committee
 - (b) impose any penalty which the previous disciplinary committee was empowered to impose; or
 - (c) arrive at such other findings, or issue any instructions as may be necessary for justice to be done: Provided that any member of the Central Disciplinary Committee, who was a member of the previous disciplinary committee, shall not take part in the review process.

6. GEORGE CAMPUS DISCIPLINARY COMMITTEE

6.1 Establishment of the George Campus Disciplinary Committee

The Council shall establish a George Campus Disciplinary Committee for the George campuses of the University.

6.2 Composition of the George Campus Disciplinary Committee

The George Campus Disciplinary Committee shall consist of:

- 6.2.1** a chairperson, who shall be a jurist, appointed by the Vice-Chancellor,
6.2.2 a senior staff member appointed by the Dean of Students,
6.2.3 a member of the Student Council of the George Campus, appointed by the Council.
6.2.4 a member of the academic staff appointed by the Campus Principal.
6.2.5 The provisions of paragraph 5.2.5 are applicable.

6.3 Quorum

At any meeting of the George Campus Disciplinary Committee, the Chairperson and two other members shall constitute a quorum, and the provisions of paragraph 5.3.2 shall apply.

6.4 Procedure

As in paragraph 5.4, with the necessary changes.

6.5 Competent Penalties

As in paragraph 5.5, with the necessary changes.

6.6 Powers of Review

As in paragraph 5.6, with the necessary changes.

7. RIGHT OF REVIEW

- 7.1** If the Central Disciplinary Committee or the George Campus Disciplinary Committee, as applicable, imposes one or more of the penalties mentioned in paragraph 5.5, the student may, within ten (10) working days of written notification of such finding and penalty, submit a written request to the Director: Legal Services for a review of the finding and/or the penalty by the Review Committee. The request must be accompanied by the reasons for making it.
- 7.2** The execution of the penalty imposed by the Central Disciplinary Committee or the George Campus Disciplinary Committee, as applicable, shall be postponed pending the outcome of the review by the Review Committee.
- 7.3** In the case of a review in terms of paragraph 7.1, the relevant disciplinary committee shall submit a written report to the Chairperson of the Review Committee outlining:
- the procedure followed;
 - the facts established; and
 - the factors taken into consideration in the imposition of the penalty.

- 7.4** The Review Committee shall consist of two members of Council, who shall be appointed by the Chairperson of Council for a period of 3 years. The Review Committee may co-opt additional persons for the purpose of review, if deemed necessary; provided that such co-opted member who was a member of the disciplinary committee concerned shall not take part in the review process.
- 7.5** The Review Committee shall have the power to:
- 7.5.1** confirm or set aside the decisions of the disciplinary committee; or
 - 7.5.2** impose any penalty which the disciplinary committee was empowered to impose, or
 - 7.5.3** arrive at such other findings, or issue any instructions as may be necessary for justice to be done.
- 7.6** The decision of the Review Committee shall be recorded in the Discipline Record Book; provided that in the event that the student is found not guilty, the endorsement, if any, on the student's record of conduct, shall be expunged.
- 7.7** The decision of the Review Committee is final.
- 7.8** The decision of the Review Committee shall be included in the annual report submitted to Council in accordance with paragraph 5.4.4(r).

8. INCIDENTAL PROVISIONS

- 8.1** Any person who:
- 8.1.1** laid a charge;
 - 8.1.2** gave evidence before the disciplinary committee; or
 - 8.1.3** independently of the disciplinary committee, investigated the validity or otherwise of the charge, shall be disqualified from being a member of the disciplinary committee.
- 8.2** The Director: Legal Services may, at any time, order that a disciplinary hearing be transferred from one disciplinary body to another.
- 8.3** The Vice-Chancellor may, from time to time, amend monetary penalties as provided for in paragraph 5.4.4 (u) and 5.5.1. Such amended monetary penalties must be submitted to MANCO for ratification. If MANCO should alter or set aside any such amendment, its validity up to the time of alternation or setting aside by MANCO is not affected.
- 8.4** Disciplinary steps in terms of this Code may be instituted notwithstanding any pending or completed criminal investigation relating to the same matter against a student.

ADDENDUM TO STUDENT DISCIPLINARY CODE: GUIDELINE ON SANCTION

- This Code serves as a guideline when disciplinary action is taken and the sanction suggested does not detract from the inherent sentencing discretion of the Disciplinary Committee.
- The Disciplinary Committee shall impose a sanction having taken into account all relevant factors including (but not limited to) the offence, the interests of the University and the personal circumstances of the Respondent.
- The sanctions suggested in the Code are to be regarded as maximum sanctions.
- The Misconduct Offences listed in the Code is not exhaustive and a Respondent may be charged with other, unlisted misconduct.
- Note that any misconduct in categories 2 and 3 may be recognised as gross misconduct and be dealt with as a very serious offence.

Category 1:

| VERY SERIOUS OFFENCE | First Offence |
|--|---------------|
| Murder | Expulsion |
| Possession of Stolen Property | Expulsion |
| Theft | Expulsion |
| Fraud | Expulsion |
| Malicious damage to property | Expulsion |
| Assault with intent to inflict grievous bodily harm | Expulsion |
| Rape | Expulsion |
| Indecent Assault | Expulsion |
| Dealing in dagga/drugs | Expulsion |
| Forgery | Expulsion |
| Possession of a dangerous weapon (e.g. Unlicensed firearm) | Expulsion |
| Burglary/Breaking and entering | Expulsion |
| Selling alcohol without a license | Expulsion |

Category 2:

| SERIOUS OFFENCE | First Offence | Second Offence |
|--|-----------------------------------|----------------|
| Plagiarism | Suspension for a period of 1 year | Expulsion |
| "Passing off" (e.g. art, graphic design, fashion, etc.) | Suspension for a period of 1 year | Expulsion |
| "Cribbing" in tests/examination | Suspension for a period of 1 year | Expulsion |
| Aiding a student in a test/examination | Suspension for a period of 1 year | Expulsion |
| Receiving aid from a student in a test/examination | Suspension for a period of 1 year | Expulsion |
| Bringing unauthorized material into an examination venue | Suspension for a period of 1 year | Expulsion |
| Squatting/sub-letting in Residence | Suspension for a period of 1 year | Expulsion |
| Interference with University CCTV/Electrical Systems | Suspension for a period of 1 year | Expulsion |
| Possession of dagga/drugs | Suspension for a period of 1 year | Expulsion |
| Assault – Common | Suspension for a period of 1 year | Expulsion |
| Substance abuse | Suspension for a period of 1 year | Expulsion |
| Driving under the influence of an intoxicating substance | Suspension for a period of 1 year | Expulsion |
| Misuse of I.T. privileges | Suspension for a period of 1 year | Expulsion |

Category 3:

| MODERATE OFFENCE | First Offence | Second Offence | Third Offence |
|--|-------------------------|--|---------------|
| Breach of Residence Rules | Warning/ Counselling | Suspension for a period of 6 months | Expulsion |
| Breach of Noise Policy | Warning/ Counselling | Suspension for a period of 6 months | Expulsion |
| Breach of Glass Free Policy | Warning/ Counselling | Suspension for a period of 6 months | Expulsion |
| Disorderly behaviour (e.g. swearing/abusive language) | Warning/ Counselling | Suspension for a period of 6 months | Expulsion |
| Smoking in unauthorized venues | Warning/ Counselling | Suspension for a period of 6 months | Expulsion |
| Negligent driving on campus | Warning/ Counselling | Suspension for a period of 6 months | Expulsion |

NOTE:

- The offences in categories 1, 2 and 3 were extracted from the register of Student disciplinary offences extending over a 3 (three) year period;
- The suggested sanctions must be read together with paragraph 5.5.1 of the Student Disciplinary Code;
- The offences specified must be read together with paragraph 3 of the Student Disciplinary Code.
- Suspension is the temporary exclusion from the university.
- Expulsion is a permanent exclusion from the university.