THE UNIVERSITY’S VISION

The University of Fort Hare is a vibrant, equitable and sustainable African university, committed to teaching and research excellence at the service of its students, scholars and wider community.

MISSION STATEMENT

The mission of the University of Fort Hare is to provide high quality education of international standard contributing to the advancement of knowledge that is socially and ethically relevant, and applying that knowledge to the scientific, technological and socio-economic development of our nation and the wider world.
HERALDIC DESCRIPTION

The coat of arms consists of a Per Fess (divided) short shield coloured with azure (blue) and sable (black). The shield is charged (decorated) with a rising sun and an open Bible. The Bible contains the text ‘in lumine tuo videbimus lumen’.

The rising sun depicts Glory, Splendour and the Fountain of Life. The open Bible shows Manifest Glory. The text taken from Psalm 36 verse 10, from the Vulgate edition of the Latin Bible, may be translated as: “In thy light shall we see light.”

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1 Research conducted and presented by Mark P Snyders, Archivist – National Heritage and Cultural Studies Centre – August 2007.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>UFH Official Address</td>
<td>4</td>
</tr>
<tr>
<td>UFH Office Bearers</td>
<td>5</td>
</tr>
<tr>
<td>Key Dates 2020</td>
<td>6</td>
</tr>
<tr>
<td>Message from the Vice-Chancellor</td>
<td>7</td>
</tr>
<tr>
<td>Charter of Ethical Principles and Values</td>
<td>9</td>
</tr>
<tr>
<td><strong>RULES</strong></td>
<td></td>
</tr>
<tr>
<td>General Rules</td>
<td>11</td>
</tr>
<tr>
<td>General Rules for Undergraduate Qualifications</td>
<td>13</td>
</tr>
<tr>
<td>General Rules for Postgraduate Qualifications</td>
<td>26</td>
</tr>
<tr>
<td>Rules applicable to Student Discipline</td>
<td>37</td>
</tr>
<tr>
<td>The University Library</td>
<td>49</td>
</tr>
<tr>
<td>Academic Dress</td>
<td>57</td>
</tr>
<tr>
<td>Fees payable to the University</td>
<td>63</td>
</tr>
<tr>
<td>International Student Policy</td>
<td>75</td>
</tr>
<tr>
<td><strong>ACADEMIC ADMISSION REQUIREMENTS</strong></td>
<td>80</td>
</tr>
<tr>
<td><strong>FACULTIES AND THE DEGREES/DIPLOMAS CONFERRED</strong></td>
<td></td>
</tr>
<tr>
<td>Faculty of Management and Commerce</td>
<td>87</td>
</tr>
<tr>
<td>Faculty of Social Sciences and Humanities</td>
<td>91</td>
</tr>
<tr>
<td>Faculty of Law</td>
<td>98</td>
</tr>
<tr>
<td>Faculty of Science and Agriculture</td>
<td>101</td>
</tr>
<tr>
<td>Faculty of Health</td>
<td>105</td>
</tr>
<tr>
<td>Faculty of Education</td>
<td>109</td>
</tr>
<tr>
<td><strong>STUDENT AFFAIRS &amp; STUDENT SERVICES</strong></td>
<td>113</td>
</tr>
<tr>
<td><strong>INTERNATIONAL OFFICE</strong></td>
<td>120</td>
</tr>
<tr>
<td><strong>PLANNING &amp; QUALITY ASSURANCE</strong></td>
<td>124</td>
</tr>
<tr>
<td><strong>RESEARCH &amp; TEACHING SUPPORT</strong></td>
<td>126</td>
</tr>
<tr>
<td>Govan Mbeki Research and Development Centre (GMRDC)</td>
<td>126</td>
</tr>
<tr>
<td>Teaching and Learning Centre</td>
<td>129</td>
</tr>
<tr>
<td>Centre for Transdisciplinary Studies</td>
<td>132</td>
</tr>
<tr>
<td>Hunterstoun Centre, Hogsback</td>
<td>135</td>
</tr>
<tr>
<td><strong>RESEARCH ENTITIES</strong></td>
<td>136</td>
</tr>
<tr>
<td>Centre for Leadership and Ethics in Africa (CLEA)</td>
<td>136</td>
</tr>
<tr>
<td>Fort Hare Institute of Social and Economic Research (FHISER)</td>
<td>138</td>
</tr>
<tr>
<td>IsiXhosa National Lexicography Unit (XNLU)</td>
<td>141</td>
</tr>
<tr>
<td>National Heritage and Cultural Studies Centre (NAHECS)</td>
<td>143</td>
</tr>
<tr>
<td>The Nelson Mandela Institute for Education and Rural Development</td>
<td>146</td>
</tr>
</tbody>
</table>
OFFICIAL ADDRESS

All official correspondence should be addressed to:
The Registrar, University of Fort Hare, Private Bag X 1314, Alice, 5700

E-mail address: registrar@ufh.ac.za
OFFICE BEARERS

Chancellor
Advocate DB Ntsebeza SC

Chairperson of Council
Professor L Nongxa (Administrator)

Vice-Chancellor
Professor SM Buhlungu

Deputy Vice-Chancellor – Academic Affairs
Professor R Vithal

Deputy Vice-Chancellor – Institutional Support
Professor N Ndlazi

University Registrar
Mr. N Zuma
KEY DATES FOR 2020

FIRST SEMESTER
Administrative offices open on 06 January 2020
Academic staff report for duty on 13 January 2020

Orientation
East London Campus: 28 – 31 January 2020
Alice Campus: 04 – 07 February 2020

Registration
Alice Campus: 28 January 2020 – 07 February 2020
Bhisho Campus: 11 February 2020 – 12 February 2020

Lecturing Periods
03 February 2020 – 20 March 2020
06 April 2020 – 08 May 2020

Graduation Ceremonies
04 - 08 May 2020 – East London
11 – 15 May 2020 - Alice

Spring Graduation
11 September 2020

Supplementary Examinations
13 January 2020 – 25 January 2020
Examinations – 1st Semester
25 May 2020 – 19 June 2020

SECOND SEMESTER

Lecturing Periods
13 July 2020 – 18 September 2020
28 September 2020 – 16 October 2020

Supplementary Examinations
16 July 2020 – 26 July 2020
Examinations – 2nd Semester
26 October 2020 – 20 November 2020
MESSAGE FROM THE VICE-CHANCELLOR

2020 is the start of a new decade and a new chapter for the University of Fort Hare. We welcome back our staff and our students and extend a special welcome to students who are joining the University of Fort Hare for the first time. Three new staff members – Professor Renuka Vithal, DVC: Academic Affairs, Professor Nokwethemba Ndlazi, DVC: Institutional Support and Mr Njabulo Zuma, University Registrar – took up positions in the University of Fort Hare executive management committee (Manco) in the last part of 2019. This has brought new energy to the University. When I say therefore that the University of Fort Hare is under ‘new management’, I am referring to the management team that is in place, but also, importantly, I am saying that we will be doing things differently this year. Each person at the University of Fort Hare can make a difference. Our future is in our own hands and delivering on the promise that the University holds will be central to all our endeavours.

We are continuing our focus on improving University governance and expect that the new Statute will be in place before the end of March. Professor Loyiso Nongxa’s term as Administrator of the University of Fort Hare comes to an end at the end of April, by which time a new Council will have been constituted. Working with Professor Nongxa, we are implementing a Turnaround and Performance Improvement Plan to address matters of concern in the key areas of governance, finance, human resources, management information systems, the academic enterprise, infrastructure development and institutional culture. We believe that the implementation of this plan will provide the necessary impetus towards the attainment our thirteen strategic objectives as set out in our 2017-2021 Strategic Plan. I am also grateful to the group of senior management staff who comprise the Extended Management Team (EMT) for the critical role they play in realising our objectives and targets. Last year, major construction started on the Alice campus on Phase 2 of the state-of-the-art Alice Student Village Project. Phase 2 includes not only 1437 new beds but also a student centre and will be completed in October 2020. With its apartment-style design, landscaped gardens and walkways, and specially adapted facilities for disabled students, this development will deepen the quality of student life and student experience in Alice.

Still on the infrastructure front, we need to restore the splendour of the historic campus in Alice, and ensure that our facilities in East London and Bhisho also get a facelift and are well maintained and safe. We have received funding from the Department of Higher Education and Training and with a new procurement policy especially adapted for infrastructure procurement and the appointment of an infrastructure Delivery Manager our deferred maintenance projects will kick off this year on all three our campuses. The refurbishment will include many of our lecture venues, to improve conditions for our academic staff and our students. Improving the safety and well-being of our staff and students will be a core focus area in 2020. In September last year we approved a historic policy on Harassment, Sexual Harassment and Gender-based Violence. This year we are pulling out the stops to implement this policy in a meaningful and substantive way. Expect many discussions and debates on this topic and plenty of awareness programmes, coupled with firm action to kerb gender-based violence and hold those who transgress to account. We will be setting up a specialised gender unit to give effect to the policy.

The quality of social interaction and social integration at a university is a key indicator of student success and well-being and our staff from the Division of Student Affairs, in particular, are committed to give support to students in the areas of University sport, counselling and health services, residence management, student governance and gender, HIV/Aids and disability awareness and support. We are committed to improving the facilities for and experience of students with disabilities especially. We encourage all our students to participate in organised student life to make the most of the university experience and to combat feelings of isolation and loneliness. Please make use of our counselling services and support groups when difficult situations or feelings arise to increase your coping abilities. As a University, we strive to produce high quality research that makes a national and international impact and is responsive to the need of our province and communities. In 2019 the University was the recipient
of the NRF Excelleration Award for research excellence. The name of the award is derived from combining ‘excellence’ and ‘acceleration’, thereby recognising the growth in the University’s research output. We are really proud of this achievement and of our academic staff who made this possible. In 2020 we want to build on this foundation, continuing to broaden and deepen our research output. Our postgraduate programme is a pivotal part of this ambition, and we are participating in the Council on Higher Education’s review of doctoral programmes to ensure that we have a clear view of where we currently stand and what we can do to strengthen and enhance our offering at this level.

There is a lot of work to be done this year. Let 2020 be remembered as a year of the great push forward. Let’s face our challenges head-on, celebrate our achievements, and, with courage and determination, contribute to building a University confident of its mission and vision, producing knowledge of national, continental and global importance, and serving its community into the future.

Professor Sakhela Buhlungu
Vice-Chancellor
CHARTER OF ETHICAL PRINCIPLES AND VALUES

In lumine tuo videbimus lumen
In Thy light we see light

Preamble

The University of Fort Hare recognizes that any institution or community is ultimately governed by norms, values and belief systems that reflect its distinctive identity, traditions and orientation. The university believes that knowledge is a positive force only if integrated with values and that it should provide a nurturing context of strong ethical norms and principles. In the absence of such values, knowledge could be a destructive force. This Charter therefore presents the crucial value-framework that defines the ethos of the University of Fort Hare. It guides the university’s vision, mission, corporate goals and strategic objectives. It serves as a reference point for all its academic and administrative policies, programmes and procedures and it binds the entire university community by shared ethical principles and values. The Charter is relevant to our rights and responsibilities, as Fort Harians, in relation to each other, the wider society and the environment. Ultimately, it seeks to inspire all people to live with nobility, dignity and an active conscience.

The University of Fort Hare will always be the crucible where many of the critical ideas of South Africa’s democracy, liberation, reconciliation and forgiveness germinated, developed and strengthened and it eventually reverberated throughout the country, the continent of Africa and around the globe. The Charter therefore naturally resonates with the principles and values that underlie the Freedom Charter, the South African Constitution and the Bill of Rights.

The Fort Hare Charter has grown out of an inclusive developmental process that involved the entire university community. It offers to all its members the ethical principles and values listed below, in order to guide us on our journey of discovery, exploration and realization of our intellectual and unique human potentialities. Without such ethical guidelines all teaching, learning, research and community service are of little value.

The University of Fort Hare Community is:

- Inspired by the heritage of the university and the contribution it has made to leadership, liberation and service to humanity;

- Accepting that the purposes of education include the realization of our humanity as well as our responsibility to self, family and community;

- Recognizing that in the pursuit of truth and knowledge, the university, as an institution of higher learning, shall maintain in all that it does an unwavering focus on excellence;
• Affirming that a crucial role of education is to instil in students respect, tolerance and social responsibility in an environment of academic freedom, dialogue, friendship and understanding.

The University of Fort Hare Community hereby accepts this Charter and commits itself to living by and promoting the principles and values listed below:

PRINCIPLES AND VALUES

• To ensure that the universal values of justice, integrity, discipline, love, kindness, non-injury and concern for the wellbeing of others shall serve as a source of our thought, speech and action.

• To respect and affirm the dignity, equality, freedom and rich cultural diversity of all human beings as the basis for peace and social justice.

• To commit ourselves to the pursuit of truth, intellectual honesty, openness to ideas and excellence through the attainment of the highest professional and ethical standards in teaching, learning, research and community service.

• To endorse and encourage the endeavour for academic success as being critically linked with the striving towards an ever-deepening expression of our humanity.

• To uphold and honour the dignity of the university, to preserve its heritage, spirit and assets and to observe its statute, rules and regulations as well as the laws of the country.

• To encourage an orientation of imaginative, collaborative, problem-solving and entrepreneurial thinking in addressing the challenges that we face.

• As a staff member, to be a responsible, caring mentor in all our dealings with students and with each other.

• To not discriminate, directly or indirectly, on the grounds of birth, race, colour, national, ethnic or social origin, gender, age, illness or disability, language, culture, political or other opinion, religion, conscience, belief, marital status, pregnancy or sexual orientation.

• To be ever conscious of the need to develop a responsible relationship with the earth and to understand our critical role to protect and preserve it for future generations.

To undertake teaching and research that will responsibly harness the benefits of all the sciences for the well-being of humanity, being conscious of the harm inherent in the irresponsible use of knowledge.
GENERAL RULES

The Higher Education Act (No 101, 1997), as amended and the Statute of the University (Government Gazette No 33808 of 2010) provide the general legal background for the operation of the University and the granting of qualifications. The General Rules which follow should be read in conjunction with these legal and statutory stipulations.

G.1 DEFINITION OF TERMS

In these rules, unless the context otherwise indicates:

1.1 “Admission” means approval to report for registration as a student at the University, irrespective of whether the person has previously been registered as a student.

1.2 Assessment” means the evaluation of a student’s achievement of learning outcomes of a module;

1.3 “Attendance requirements” means rules in respect of which a candidate is subject to the requirements set out under 4.1, and for which a class mark of at least 50 percent must be obtained;

1.4 “Attendance module” means a module which a candidate must attend to complete the requirement of a programme, which requirements may include formative assessment but shall exclude summative assessment;

1.5 “Credits” determine the relative value of modules, where each credit represents 10 (ten) notional hours spent by a student towards completing the module;

1.6 “Dissertation” means the written work submitted in fulfilment or in partial fulfilment of the requirements set for obtaining a master's degree and constituting 50 percent or more of such requirements;

1.7 “Duly performed (DP)” means the mark obtained by a candidate during a term or semester in a particular module in respect of assignments, class tests, class performance, practical work, and other forms of formative assessment for the module;

1.8 “Examination” means the act of examining a candidate’s knowledge by means of written, oral and practical tests, and also includes any ensuing supplementary or special or aegrotat examinations;

1.9 “Final mark” means the mark obtained at the end of each completed module, the composition and computation of which is determined by the rules for that particular programme;

1.10 “Main degree examinations” means examination administered by the University in May/June or November/December in each year, but does not include a supplementary examination.”

1.11 “Mini-dissertation” is a dissertation of limited scope and comprises written work constituting no less than 33/3 % but no more than 50 % of the work for a master’s degree. A mini-dissertation may be treated as equivalent to a module, albeit with a substantially different credit weighting and without the requirement of a DP.

1.12 “Module” means a coherent, self-contained unit of learning, which is designed to achieve a set of specific learning outcomes (overarching competencies) that are assessed within that unit and allocated period of learning, and which is the smallest unit for which a final mark is
entered in the student records;

1.13 “Occasional student” means any person who has registered for one or more modules at the University, but is not registered at the University as a candidate for a specific qualification or programme;

1.14 “Head of Department/Dean” means the administrative head of a unit offering the relevant programme or his/her delegate;

1.15 “Programme” means a structured set of learning outcomes which usually comprises a combination of modules to be completed to fulfil the requirements for a specific qualification or programme;

1.16 “Prospective student” means any person who intends to study at the University and is applying for admission for a specific qualification, and the acceptance for the purposes of qualification for that which meets the requirements;

1.17 “Recognition of prior learning” means the comparison of the previous learning and experience of a student however obtained against the outcomes required for a specific qualification, and the acceptance for purposes of qualification of that which meets the requirements;

1.18 “Senate” also includes any unit of person to whom the authority and/or powers in a specified area have been delegated by Senate;

1.19 “Student” means any person registered for a qualification offered by the University either within a programme or as an occasional student;

1.20 “Supplementary Assessment” is an extension of the initial work or examination, whereas “reassessment” constitutes a separate, new assessment;

1.21 “Syllabus” of a module means a description of the learning outcomes and learning content dealt with in the module;

1.22 “Thesis” means the written work submitted in fulfilment or in partial fulfilment of the requirements set for obtaining a doctor’s degree;

1.23 “Treatise” means written work submitted in partial fulfilment of the requirements for a bachelor’s degree, provided that such treatise is registered as a module.
GENERAL RULES FOR UNDERGRADUATE QUALIFICATIONS

G.2 ADMISSION

2.1 Every prospective student shall apply for admission to a programme offered by the University on the prescribed form. The form of application must be completed in detail and signed by the prospective student and his/her parent or guardian if he/she is a minor. The completed form must be sent to the Registrar by the date stipulated in 2.3 below, together with the application fee.

2.2 A student who was registered at another university must, upon application for admission to the University of Fort Hare, submit a certificate of conduct from the aforementioned university, which is acceptable to the Council of the University of Fort Hare.

2.3 The closing date for applications for admission shall be 31 August. A late application fee will be payable for applications received after 31 August.

2.4 If the above-mentioned dates (2.3 above) fall on a Saturday or Sunday, the closing date will be the next normal business day.

2.5 Management reserves the right to entertain walk-in applications from applicants who have performed exceedingly well and have funding.

2.6 Admission requirements

2.6.1 No person shall be registered as a student at the University for a programme unless he/she meets the general entrance requirements for admission (2.6.2 below), the entrance requirements as stipulated in the rules for a particular programme and has written the National Benchmark Test (NBT).

2.6.2 A student who was not previously registered at this or another University, shall meet one of the following requirements –

2.6.2.1 a Matriculation Certificate, a National Senior Certificate, a School Leaving Certificate or a Further Education and Training (FET 4) Certificate; or

2.6.2.2 mature age, Senate discretionary or any other form of conditional or complete exemption; or

2.6.2.3 any alternative qualification, examination or experience (prior learning and/or experience) which is recognized in terms of the admission policy of the University as laid down by Council in consultation with Senate; provided that Council in consultation with Senate may further prescribe by regulation additional requirements as it deems fit as a prerequisite for admission to any specific programme.

2.7 Senate’s Discretionary Exemption

2.7.1 Students with a Senior Certificate without Matriculation Exemption/Endorsement wishing to enrol for a degree programme may apply for Senate Discretionary Exemption (SDE), but should be advised that certain minimum requirements in certain school subjects may be required for some programmes and/or qualifications.

2.7.2 If their applications are successful, learners will be advised by Faculty Managers of their admission into the relevant Faculty’s Foundation Programme through the Admissions Office.

2.7.3 Students admitted via SDE3 (credit bearing and value addition modules) will be
allowed to register for modules with a maximum of 96 regular credits during their first year. In addition, students have to successfully complete value addition (i.e. non-credit bearing) modules to the equivalent of 320 notional hours during their first year.

2.7.4 SDE students admitted according to SDE3 will not be allowed to proceed to their second year of study until they have successfully completed all value addition modules as well as a minimum of 60 credits of their regular, credit bearing modules.

2.7.5 Upon registration, SDE3 students will be assisted by Faculty Managers to apply for conditional certificates. When SDE3 students have successfully completed the equivalent of at least 120 credits of regular, credit bearing courses, Faculty Managers will assist such students in their application of complete exemption certificates.

2.7.6 SDE Students admitted according to SDE1, SDE2, SDE4 or SDE5 models, will be assisted by Faculty Managers to apply for complete exemption certificates, and may, after consultation with Faculty Managers, enrol for regular degree programmes.

2.8 Exemptions: Senate may exempt candidates from attendance and assessment in a module on the grounds of their having obtained credit for the same or equivalent modules prescribed for another qualification of the University. Candidates may also be granted recognition at another institution, provided that candidates who are already in possession of a first qualification shall be granted recognition towards a second qualification at the same or at a lower NQF level in respect of modules previously completed only up to a maximum of half of the prescribed credits required for a second qualification.

2.9 Minimum credits for degree qualifications: All UFH academic programmes/qualifications shall, in terms of SAQA credits, be configured such that each year of study shall entail students completing a minimum of 128 credits. Accordingly, students shall only qualify for a UFH three-year or four-year degree after completing a minimum of 384 credits or 512 credits respectively.

2.10 In cases where a candidate who is already in possession of a first qualification wishes to obtain a second qualification which has a set programme from which deviation is not possible, owing to the requirements of the University or an outside body, the provision in Rule 2.6.1 above shall not apply.

2.11 Minimum time spent towards a qualification: In order to graduate with a UFH qualification, a student must, in the course of his/her studies at the University of Fort Hare, successfully complete a minimum of 120 credits at the exit level on which the relevant qualification is registered.

2.12 Currency of undergraduate modules: Undergraduate modules from other institutions for which credits are requested may not be older than 5 years. UFH modules retain their validity towards unfinished qualifications for 8 years. Senate may refuse recognition of a module (credit) on the basis that its content has changed and/or the module (credit) is too old to be given recognition.

2.13 A student who is entitled to make an academic credit transfer application based on the immediately preceding Rule 2.12 must do so within the first year of his or her registration at the UFH. Failure to submit the said application within the period contemplated by this rule
shall render the application irregular. It shall be the responsibility of students entitled to make applications under Rule G.2.12 to acquaint themselves with the time requirements and consequences of this rule.

G.3 REGISTRATION

3.1 A prospective student must first be admitted to the University in accordance with the provisions of Rule 2 above before he/she may register; he/she must supply proof of such admittance at registration. The University shall not be obliged to register a prospective student even though he/she has been admitted to the University; the student must also comply with the requirements of registration.

3.2 Before commencing their studies in any year prospective students shall register as students of the University at the venue and on the date and time published beforehand by the Registrar by signing their names on the official registration form, thereby signifying their acceptance of the rules of the University and of liability to pay the prescribed fees including residence fees, where applicable. Except with the Registrar’s written permission, no person who is in arrears with the payment of any fees due to the University shall be registered as a student.

3.2.1 Postal registration of returning senior students is permissible under certain conditions, namely where students have settled their debt prior to or on the due dates, and where the results of the examinations preceding the registration is available.

3.3 Students who have been admitted to a programme shall register for the specified modules before the commencement of such modules. No late registrations shall be accepted except with the written permission of the Head of Department/Dean concerned, and within the period indicated in the official diary.

3.4 Compliance with programme requirements

3.4.1 The onus is on students to ensure that the modules for which they are registered comply with the requirements of the relevant Head of Department(s)/Head of Department/Dean(s) and the Dean, or their representatives, to indicate that all requirements are met.

3.4.2 Senate may approve a special curriculum within the framework of the rules for a student who has been exempted from any module(s) in terms of the provision of the Statute.

3.5 Concurrent registration except by permission of Senate. No students shall concurrently be registered for more than one programme at the University without the permission of Senate.

3.6 Limitation of registration. Every person registered as a student at the University shall be deemed registered:

3.6.1 for one calendar year, semester or such shorter period as Council generally, or in any particular case, may specify; and

3.6.2 for the modules as specified on the official registration form. Registration of the student shall lapse after expiry of this period of registration. If a person wishes to remain a student at the University or to be reassessed in a particular module, he/she shall renew his/her registration.

3.7 Offering of modules. If any small number of students wish to enrol for a given module in any
year, the relevant Faculty may after consideration of the staffing position and module
viability and after consultation with the unit offering the programme concerned, decide
that such module shall not be offered in that year. Faculty Boards may also set a maximum
class size for a programme in consideration of the staffing and facilities available for the
programme. This rule shall be especially applicable to the offering of modules on a part-time
basis. In terms of the rule, a part-time student shall not be entitled to demand and receive
tuition in every module forming part of the curriculum of the UFH qualification for which
s/he is/was registered by virtue only of having been allowed to commence her/his
studies at UFH on a part-time basis.

3.8 Timetable clashes. Students may not register for modules with a clash on the lecture,
practical or examination timetables without the approval of the Programme Co-ordinator
and the Registrar. The University is not obliged to rearrange an examination timetable to
accommodate instances where a student registered for modules which clash on the lecture or
practical timetables.

3.9 Special prerequisites and ancillaries for particular modules. Senate may determine that
candidates shall not be admitted to a particular module unless they have obtained credit for
another specified module or simultaneously registered for another specified module. Failure
to adhere to the above-mentioned rule of prerequisites and co-requisites, where applicable,
may result in the immediate cancellation of the module(s) involved.

3.10 Registration of occasional students.

3.10.1 Senate may permit any person to register as an occasional student for a module or
modules other than as a candidate for a degree, subject to such conditions as may
be prescribed by the Head of Department/Dean concerned.

3.10.2 Senate may, subject to conditions as may be prescribed, permit a student to register
for a module or modules other than as part of his/her curriculum.

3.10.3 Subject to the provisions of Rule 2.8, Senate may grant a student credit towards a
qualification for one or more modules completed while registered in terms of the
provisions of Rule 3.10.1 and/or 3.10.2, subject to such conditions as it may
prescribe in an individual case, provided that a student shall, on registration,
qualify for admission to the programme concerned and the module can form part
of an approved curriculum for the qualification/programme.

3.11 Registration/concurrent registration with another institution. Where a student is for any
reason whatsoever unable or unwilling to register for a UFH module required in order for
her/him to complete the curriculum of the qualification for which s/he is registered at UFH,
the University may (through the relevant Faculty office) provide permission for the student to
register for that module with any other higher education institution. For the avoidance of
doubt, a student who has completed a module with another higher education institution
pursuant to this rule shall be entitled to apply for recognition of the credit as soon as
possible after s/he obtains a pass in the relevant module. Save for exceptional
circumstances, this rule/provision shall not apply to a module which constitutes a “major” in
an undergraduate degree curriculum. What qualifies as “exceptional circumstances” shall
be determined by the relevant Faculty Planning & Management Committee.

3.12 Compulsory registration of last outstanding module under G.Rule 7 or with another
in institution. Students who have ONE module outstanding for completion of the curriculum of the qualification for which they are registered shall not be eligible to register for that module on a full-time basis, with or without any other modules, but may request permission to register for the said (last outstanding module) at another institution in terms of the immediately preceding G.Rule 3.11. Save for exceptional circumstances, this rule or provision shall not apply to a module which constitutes a “major” in an undergraduate degree curriculum. What qualifies as “exceptional circumstances” shall be determined by the relevant Faculty Planning & Management Committee.

3.13 **Student identification.** Every student, while on campus or using University facilities shall produce his/her student registration card upon request.

3.14 **Promotion criteria.** Promotion of students shall be determined by Faculties, for which purpose Faculties have to provide specific criteria.

3.15 **Academic exclusion of full-time students.** Full-time students who have failed to obtain the minimum number of credits towards the qualification for which they are registered shall be excluded from the University on academic grounds:

3.15.1 **In the case of a three-year degree programme**
   3.15.1.1 After one year, a minimum of 40 credits;
   3.15.1.2 After two years, a minimum of 120 credits;
   3.15.1.3 After three years, a minimum of 180 credits;
   3.15.1.4 After four years, a minimum of 300 credits;
   3.15.1.5 After five years, if a degree has not been obtained;

3.15.2 **In the case of a four-year degree programme**
   3.15.2.1 After one year, a minimum of 40 credits;
   3.15.2.2 After two years, a minimum of 120 credits;
   3.15.2.3 After three years, a minimum of 240 credits;
   3.15.2.4 After four years, a minimum of 360 credits;
   3.15.2.5 After five years, a minimum of 420 credits;
   3.15.2.6 After six years, if a degree has not been obtained.

3.15.3 **In the case of a Foundation Year Programme (FYP)**
   The first year of registration of a Foundation Year Programme shall not be taken into account in calculating the prescribed period of study for the purpose of academic exclusion.

3.15.4 **Change of programme and interruption of study**
   3.15.4.1 Where a student has been allowed to change registration from one programme to another after the first year of study, the prescribed period of study shall be calculated from the registration of the new programme;
   3.15.4.2 Where a student has been allowed to change registration from one programme to another after the second year of study or in later years, the number of years subsequent to the first year of study of the first programme shall be taken into account when calculating the prescribed period of study in respect of the new programme;
   3.15.4.3 In calculating the prescribed period of study, the frequency or duration of the period of interruption of study by a student shall not be taken into account.
3.15.4.4 A student shall be permitted to change registration from one programme to another on one occasion only.

3.16 **Academic exclusion of part-time students**

3.16.1 A student shall be excluded from the University if he/she has not fulfilled all the requirements for his/her proposed degree within ten years of study, except in special circumstances approved by Senate.

3.16.2 Periods of attendance and examination results at another university shall be taken into account, with one year of full-time study being regarded as equivalent to two years of part-time study.

3.17 **Miscellaneous matters relating to academic exclusion of full-time and part-time students**

3.17.1 The University may re-admit a student who has been excluded from the university where his/her subsequent experience or academic achievement justifies readmission.

3.17.2 A student who was previously eligible for exclusion, but who was not excluded at that time, may be excluded on that basis at the end of any subsequent year.

3.17.3 If a student by means of written notification received by the Registrar before 15 April of any year cancels his/her registration, the registration for that year shall not be taken into account for exclusion purposes.

3.17.4 Exclusion of non-registered persons. No person who has not been registered as a student may attend lectures or use any of the facilities or privileges offered by the University to its duly registered students.

3.18 **Appeal against academic exclusion from the University**

3.18.1 A student who has been excluded on academic grounds shall be entitled to appeal his/her exclusion to the Faculty Planning and Management Committee (FPMC) or the HOD’s Committee of the Faculty in which the student is registered. Such appeal must be lodged with the relevant Faculty Manager no later than 25 January of every year. The said Committee must consider and decide upon such appeals no later than two weeks after receipt of the appeal documentation by the Faculty Manager.

3.18.2 In deliberating on an appeal pursuant to this rule, the Faculty Planning and Management Committee or HOD’s Committee shall be entitled to consider all factors deemed pertinent to such a matter by the Committee, including the student’s historical, academic performance, physical and mental health (supported by appropriate documentation), and compelling personal circumstances as evidence by appropriate documentation. Where the Committee considers it appropriate, it may impose clear/specific conditions on the re-admission of a student excluded on academic grounds.

3.18.3 A student who is dissatisfied with the outcome of a decision of the Faculty Planning and Management Committee or HOD’s Committee rendered in accordance with the immediately preceding paragraph shall be entitled to appeal the decision to the Senate Executive Committee (Senex). Senex may set aside the decision of the Faculty Planning and Management Committee or HOD’s Committee or upholds the Committee’s decision in its entirety or vary the terms thereof. With respect to the appeal process prescribed under this rule, the decision of Senex shall be final.
4.1 Unless Senate decides otherwise, a candidate shall obtain credit only for modules which have been satisfactorily attended and in which there have been sufficient participation in assessment opportunities.

4.2 Students may be required to produce proof of registration for a module as and when required by the Head of Department/Dean or someone who has been delegated to do so.

4.3 The Head of Department/Dean concerned shall determine what constitutes satisfactory attendance and shall notify students thereof in writing at the commencement of each module.

5.1 Assessment of all candidates in every module shall be in such a manner and through such methods as approved by Senate and the final mark so obtained for a module shall be entered into the academic records of the candidates. A second examiner must be appointed for the summative assessment of every module.

5.2 Unless approved by Senate, a student’s semester mark or DP shall be combined in equal proportion with the examination mark and the average will constitute the final mark in all degree examinations.

5.3 Upon return of samples of examination scripts sent to an external examiner, the Head of Department/Dean and the internal examiner shall, in consultation with the Dean of the Faculty/Director of School, scrutinize the scripts with a view to determining whether the external examiner would have adjusted the marks across the board and by what number of marks he would have done so. After making such determination, the Head of Department/Dean (or Dean of Faculty where the internal examiner is the Head of Department/Dean) shall direct the internal examiner to make the required mark adjustment on all the examination scripts including those included in the sample that went to the external examiner.

5.4 The time when and the place where summative assessment of a module shall take place shall be determined by Senate. In a case where the module is assessed through the performance of a comprehensive assignment, a practical test or any other task outside the examination room, the details of such an assessment shall be circumscribed in the description of the module and the assessment shall take place under the supervision of the Head of Department/Dean or a person designated by him/her.

5.5 **Identification of candidates during assessment.** If so required during assessment, candidates must produce satisfactory proof of their identity by means of their student registration cards.

5.6 **Plagiarism**

5.6.1 **Cheating/examination-related fraudulent misconduct**
During an assessment session, a candidate shall not have any notes or any other assistance, unless such assistance is specifically circumscribed and allowed for that session. A breach of this rule will result in disciplinary action against the person(s) involved.

5.6.2 **Plagiarism**
The commission of acts of plagiarism is strongly forbidden by the University.
Conduct that may constitute plagiarism shall be scrutinized, processed and the appropriate sanction or institutional response shall be determined in accordance with the University’s Plagiarism policy.

5.7 Release of final marks
5.7.1 The University shall endeavour to publish examination results as soon as possible after the date on which the examinations were written and also notify the students of their results by mail.
5.7.2 Candidates shall proactively seek out their examination results. Accordingly, it is the responsibility of candidates to obtain notification of their results.
5.7.3 A candidate shall not be entitled to a special supplementary examination merely because of lack (or delay) of notification of their results.
5.7.4 Candidates shall not be entitled to obtain final marks for modules for which they have been registered if they are in arrears with payments to the University or have not complied with the entrance requirements for modules.

5.8 Final mark, pass mark, exam mark and distinction: After every assessment, a student shall be awarded a final mark not exceeding 100 percent. The pass mark for every module shall be 50 percent. The student shall be awarded a pass with a distinction in a module if, at the first attempt, a final mark of at least 75 percent was obtained.
5.8.1 Subject to the requirements of GR 5.9 (relating to the requirement of a minimum semester (DP) mark) and GR 5.10 (relating to the requirement of an examination sub-minimum): Where a student has obtained a semester mark or an examination mark of 39 percent and/or a final mark of 44 percent or where a student has obtained a final mark of 49 percent or 74 percent, s/he shall be entitled to an automatic condonation towards the higher mark. This rule shall be implemented by the University’s Examination Office without the requirement of any faculty /departmental resolution or formality. In the application of this rule, the number of modules in which a student has obtained the examination mark of 39 percent or final mark of 44 percent or 49 percent or 74 percent shall be immaterial.

5.9 Requirement of an examination entrance (due performance) subminimum A student shall not be eligible to write the degree or supplementary examination in any module for which s/he is properly registered unless s/he has obtained a minimum semester (DP) mark of 40% in the module. For the avoidance of doubt, this rule shall not apply to a student who is registered for a module under G.Rule 7 or under any other institutional rule that exempts her/him from the requirement of a semester (DP) mark.

5.10 Requirement of an examination sub-minimum: Notwithstanding the provisions of the immediately preceding rule, a student shall only be credited with a pass in a module if s/he obtained a minimum of 40 percent in the degree or supplementary examination.
5.10.1 A student who has been unsuccessful in obtaining the examination sub-minimum mark of 40 percent in the degree examination shall be entitled to a second chance at obtaining the said sub-minimum mark (through the supplementary examination) provided s/he obtained a minimum final mark of 45 percent.

5.11 Awarding of qualifications cum laude: Unless Senate decides otherwise and subject to specific provisions in faculty rules, a qualification shall be awarded cum laude if a candidate obtained a weighted average of at least 75 percent to the credit value obtained in all the
modules in the candidate’s prescribed programme, and further provided that:
5.11.1 the weighted average according to the credit value of the modules at the exit level of the qualification must be at least 75 percent.
5.11.2 none of the modules prescribed in the programme must have been failed.

G.6 SUPPLEMENTARY ASSESSMENT
6.1 Candidates in any module may be required to present themselves for a supplementary assessment or reassessment of any work or examination previously completed by them. If a candidate fails to report for such an assessment, due to reasons other than those mentioned or contemplated in Rules G 8.1 and G.8.3, the opportunity shall be forfeited and the original mark awarded.

6.2 A supplementary assessment shall be based on the work prescribed for the previous assessment, but a department may exempt a candidate from a section of the work which has already been passed.

6.3 Supplementary assessments shall be granted at the discretion of the Programme Unit concerned in terms of policy laid down by the relevant Faculty. Information about the way in which a Programme Unit will implement this rule shall be communicated in writing to candidates at the commencement of a module. Unless otherwise specified, candidates shall be admitted to a supplementary assessment in a module provided:

6.3.1 Supplementary assessments shall be granted at the discretion of the Programme Unit concerned in terms of policy laid down by the relevant Faculty. Information about the way in which a Programme Unit will implement this rule shall be communicated in writing to candidates at the commencement of a module. Unless otherwise specified, candidates shall be admitted to a supplementary assessment in a module provided they obtained a final mark of between 45 percent and 49 percent in the module concerned.

6.3.2 Automatic supplementary examinations for final year students. Notwithstanding the provisions of the above GR 6.3.1, a final year student shall be eligible for a supplementary examination in any one module in respect of which s/he has obtained a subminimum DP mark of 40 per cent where applicable and which module has turned out to be the student’s last outstanding towards the degree/qualification for which s/he is registered. Eligibility to write a supplementary examination in terms of this rule shall only be determined by reference to the academic status of a final year student at the end of the main degree examinations. It shall be the responsibility of the student to determine her or his eligibility to write a supplementary examination under this rule and to bring that fact to the attention of the relevant Faculty Manager who shall notify the Examination Office accordingly.

NB: For the purposes of this Rule, the expression “main degree examinations” means examination administered by the University in May/June or November/December in each year, but does not include a supplementary examination.”

6.4 The Head of Department/Dean, in consultation with the examiners of a module, may require students to present themselves for an additional oral examination immediately after the
ordinary examination, and students shall be available for this purpose for ten days after the examination in the module that was written.

6.5 Where a supplementary examination candidate has succeeded in obtaining a final (pass) mark in a module, the final mark shall be captured in the candidate’s academic record as 50 percent.

G.7 REASSESSMENT

7.1 A candidate who has been admitted to the examination in a module, but failed the examination, may be permitted to be reassessed in the module without re-attending the module. Such reassessment shall be subject to the approval of the Dean of the Faculty on the recommendation of the Head of Department/Dean concerned, and subject to the following limitations:

7.1.1 it shall be limited to a maximum of 16 credits, or 32 credits if an NQF 6 or higher level module, per semester;

7.1.2 reassessment in a particular module may be granted only once, and within the twelve months following the original semester;

7.1.3 it must be in accordance with the Examination Timetable.

7.2 A student who has been admitted to the examination in a module, but has failed in the examination in such a module which is the last outstanding requirement for his/her degree, may be granted permission by the Dean of the Faculty in which the module is to be taken, on recommendation of the relevant Head of Department/Dean, to present himself/herself, without attending the University, for reassessment at the end of the following semester in which the module is offered, provided his/her written application to this effect is received by the Registrar at the normal time for registration of the module, and provided he/she registers for the module and pays the prescribed fees. The module equivalent shall not exceed 16 credits per semester.

7.3 Where a candidate is reassessed in terms of Rule 7.1 or 7.2 no cognizance shall be taken of the semester mark previously obtained in the module.

G.8 SPECIAL EXAMINATIONS

8.1 Special examination may be granted to a student who, by reason of special circumstances, has been unable to sit for an examination including a supplementary examination. Satisfactory evidence of the special circumstances must be produced.

8.2 The words “special circumstances” as used in this rule shall at all times be narrowly construed to refer to uncontrollable events, such as bereavements, loss of property through fire, flooding, robbery, hijacking etc. Where in doubt, the Manager of the Examinations Department/Registrar shall request an opinion from the Chair of the Rules and Prospectus Committee.

8.3 Aegrotat examination may be granted to a student who, by reason of illness, has been unable to sit for or complete an examination including a supplementary examination. Satisfactory proof of the illness must be produced.

8.4 Save as provided for in rule G8.5 and rule G8.8 below, special or aegrotat examination shall be held on dates determined by Senate for degree and supplementary examination.
8.5 Where a student is a final year student, the Dean of the Faculty shall, on the recommendation of the relevant Head of Department and in consultation with the Registrar, determine the date for the special or aegrotat examination. However, the date of that special or aegrotat examination should be no later than 30 days from the date of the examination that the student was unable to write due to illness or special circumstances.

8.6 The prescribed application form must be submitted to the Manager of the Examinations Department no later than seven (7) calendar days from the date of the relevant examination together with the necessary proof or evidence as the case may be.

8.7 Where a student was unable to apply for a special or aegrotat examination, as stipulated in rule G 8.6, due to illness or special circumstances, such a student must make the required application and provide the accompanying documentation at the earliest opportunity available to the student. The Examinations Department shall accept such application where the documentation provided by the student shows that he/she could not possibly have complied with the requirements of rule G 8.6 due to illness or special circumstances.

8.8 In the event that the student is unable to sit for or complete the special or aegrotat or supplementary examination due to illness or special circumstances, the Dean of the Faculty shall, on the recommendation of the relevant Head of Department and in consultation with the Registrar, determine the date for the special or aegrotat examination. However, the date of that special or aegrotat examination should be no later than 30 days from the date of the examination that the student was unable to write due to illness or special circumstances.

8.9 If a student fails to report for a special or aegrotat or supplementary examination, due to reasons other than illness or special circumstances, the opportunity to sit for the special or aegrotat or supplementary examination is thereby forfeited.

8.10 A special or aegrotat examination may be conducted orally or in writing. Where a Dean has decided to act in terms of Rule G 8.5 or Rule G 8.8 above, the special or aegrotat examination may be conducted orally with the involvement of the relevant module’s External Examiner.

G.9 AEGROTAT QUALIFICATION
If candidates are absent from whole or part of the final assessment for a qualification because of any serious or 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 candidate’s attainments, admit them to the qualification. The names of such candidates shall be published under the heading “Aegrotat”, together with the names of the other successful candidates.

G.10 RE-MARKING OF EXAMINATION SCRIPTS
10.1 Candidates are entitled to have one or more of their examination scripts remarked after they have submitted a written application to the Examinations Officer and have paid the prescribed fees. Re-marking shall not be permitted for examination scripts in which external examiners are involved, nor for supplementary, special or practical examinations, or for a module where the scripts are marked entirely by computer.

10.2 Unless Senate decides otherwise, application for the re-marking of an examination script
must be submitted not later than 30 days after the marks for the previous term have been published. A student who has applied for re-marking of scripts shall not thereby forfeit any right he/she may have to a supplementary examination. If the re-marking results in the student passing the module, this mark shall supersede any supplementary examination results in the same module. A student who qualified for and wrote a supplementary examination, and who also applied for the re-marking of a script or scripts for the same module shall pay the prescribed fee for both re-marking and the supplementary examination.

10.3 The fees for re-marking paid in terms of Rule 10.1 and 10.2 shall be refunded if the re-marking results in a correction of the mark so that the student qualifies for a supplementary examination, a pass or a distinction in the module concerned.

10.4 Re-marking will be done by an examiner, hereinafter referred to as the arbiter, who was not involved in the original marking of the scripts. The marks allocated by the arbiter shall be averaged with the closer of the original marks to constitute the result of re-marking.

G.11 SCRUTINY OF EXAMINATION SCRIPTS

11.1 A candidate who believes that an error has occurred in the examination of his/her scripts may have his/her scripts scrutinized. Such scrutiny shall be limited to a checking of the addition of the marks which have been allotted, and to making sure that marks have been allotted to every section of every question attempted.

11.2 Any registered candidate, who has no outstanding fees, may apply in writing to the Examinations Office within two weeks of the semester following the examination for a photostat copy of an examination script. Upon payment of the prescribed fee, plus a fees clearance, such copy will be made available to the candidate within two working days. The candidate may then request the original to be scrutinized (Rule 11.3 below), or re-marked (Rule 10, if applicable).

11.3 The candidate must apply in writing to the Manager: Examinations within a week after the official examination results for the papers concerned are officially available to have the relevant scripts scrutinized. The prescribed fee for scrutiny must accompany the application. The fee will be refunded if such scrutiny results in a correction of the mark so that the student qualifies for a supplementary examination, a pass or distinction in the module concerned.

G.12 RULES APPLICABLE DURING EXAMINATIONS

12.1 Students must display their official and valid student registration cards during examinations by placing them on the right hand corner of their desks. No student will be handed an examination question paper if they cannot present their registration card.

12.2 Students are reminded that examination scripts with illegible handwriting may impede the marking process.

12.3 No student may, without the necessary authorization, take into the examination room any documents, notes, cell phones or objects which may be of assistance to him/her.

12.4 In certain open book examinations, students will be allowed to use only the tutorial matter as specified on the examination question paper. Students are not allowed to exchange such matter with one another during the examination session.
12.5 Students should refrain from doing rough work on the examination question paper, and should rather do it in the answer book and indicate it as such.

12.6 Under no circumstances may a student retain his or her examination answer booklet, remove it from the examination room or tear pages from it.

12.7 Misreading the examination dates will under no circumstances be considered as grounds for supplementary examinations.

12.8 No student may leave the examination room during the first 30 minutes and the last 15 minutes of the session.

12.9 Students must present themselves at the examination room at least 15 minutes prior to the commencement of the session.

12.10 Students must supply their own writing equipment and calculators (where permitted) and may not borrow such items from other students.

G.13 AMENDMENT OF RULES AND RULE BREACHES

13.1 If the rules regarding the arrangement of a programme are amended, candidates registered under the old rules may, provided there is no break in their registration, and that the new rules contain no provision to the contrary, elect to continue under either the old or the new rules, provided that, except by special permission of Senate:

13.1.1 they shall not be permitted to proceed partially under the old rules and partially under the new rules;

13.1.2 they are bound by their decision; and

13.1.3 they shall forfeit the right to continue under the old rules if they have obtained insufficient credits in semester or if there is a break in their registration.

13.2 Condonation of rules breaches. Senate may condone a rule breach if it is satisfied that such a breach was due to an error and that the student concerned, not having contributed to such error, would suffer undue hardship should the rule be applied.

13.3 Faculty rules may further circumscribe the general rules and then act as an extension of the general rules; in such cases Faculty rules shall take precedence.
GENERAL RULES FOR POSTGRADUATE QUALIFICATIONS

G.14 APPLICATION OF GENERAL RULES
The general rules for undergraduate qualifications also apply to postgraduate qualifications, except where the former clearly cannot apply to postgraduate programmes, or where the rules for postgraduate qualifications outlined below (Rule G.14 onwards) contradict the general undergraduate rules.

G.15 ADMISSION

15.1 Honours degree. A person shall not be admitted as a candidate for an honours degree unless he/she:
15.1.1 has successfully completed a bachelor’s degree at the University; or
15.1.2 has successfully completed a similar qualification at the appropriate level on the NQF and which is equivalent to or higher than the examinations prescribed for a degree of bachelor of the University; or
15.1.3 has passed the examinations on the grounds of which he/she will be awarded a bachelor’s degree by the University, or on the grounds of which the required status may later be granted to him/her.

15.2 Master’s degree. A person shall not be admitted as a candidate for a master’s degree unless he/she:
15.2.1 has successfully completed a four-year bachelor’s degree at the University; or
15.2.2 has successfully completed an honours degree following a three-year bachelor’s degree at the University; or
15.2.3 has successfully completed a similar higher education qualification at the appropriate level on the NQF, and which, in the opinion of Senate, is equivalent to or higher than the examinations prescribed for an honours degree at the University; or
15.2.4 has submitted her/his honours mini-dissertation for examination with the consent of the supervisor and within the deadline stipulated by the University.

15.3 Doctoral degree. A person shall not be admitted as a candidate for a doctoral degree unless he/she:
15.3.1 has successfully completed a master’s degree at the University: or
15.3.2 has successfully completed a similar qualification at the appropriate level on the NQF, and which, in the opinion of Senate, is equivalent to or higher than the examinations prescribed for a degree of master of the University; or
15.3.3 has passed the examinations on the grounds of which he/she will be awarded a master’s degree by the University, or on the grounds of which the required status may later be granted to him/her.
15.3.4 has submitted her/his Masters dissertation for examination with the consent of the supervisor and within the deadline stipulated by the University.

15.4 The above requirements should be read in conjunction with the University’s policy on the recognition of prior learning, which sets out the access criteria as well as advanced standing granted to students based on learning acquired through formal, informal and non-formal means.
G.16 REGISTRATION FOR POSTGRADUATE QUALIFICATIONS

16.1 A candidate for a postgraduate qualification must submit a written application to Student Admissions Office, which will then forward it to the relevant Faculty Manager(s), who, in turn, will forward it to the relevant academic departments (and the HoD therein). The application must set out the candidate’s qualifications and must state the subject field in which the study is located. Conditional acceptance will be considered by the relevant Head of Department, who will make a recommendation through Faculty to Senate regarding the programme to be followed as well as supervisor(s) and/or, co-supervisor(s). Registration may only be completed once Senate has given its approval, provided that the names of examiners need not be submitted at registration, but must be approved by Senate before the completion of the programme for which the candidate is registered.

16.1.1 Requirement of application for re-admission and re-registration by continuing postgraduate students: Postgraduate registration is valid for one year only, and candidates are required to renew their application and to register annually until graduation or termination of studies.

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

16.2.1 obtained the qualification on which the application is based at another university or institution, or

16.2.2 being a graduate of the University, did not include the subject as a major subject in the undergraduate curriculum.

16.2.3 Acceptance to a Master’s or Doctoral degree programme is conditional on:

(a) the candidate having satisfied the necessary academic criteria (as stipulated according to relevant Faculty and Department criteria); (b) that the relevant and appropriate supervisor workload and capability have been taken into account; and, (c) that the candidate has developed a suitable and acceptable topic in relation to the discipline and its requirements.

16.3 Senate may require a candidate to attend specified ancillary modules in addition to the prescribed modules (where applicable) and may require that such modules be completed before the candidate presents himself/herself for any specified part of the final assessment.

16.3.1 Unless a student wishing to register for a dissertation or thesis, Masters or Doctoral studies, can provide evidence of having followed and successfully completed a course in Research Methodology, s/he must register for and complete such a module at the University of Fort Hare, preferably prior to submitting the final research proposal.

16.4 A candidate for a postgraduate programme may be required to pass a proficiency test in a specified language or languages before admission to the programme or before admission to the final examination. The details of such requirements are listed with each programme.

16.5 Senate on the recommendation of the relevant faculty shall appoint three external examiners for each Doctoral candidate’s thesis, of which two external examiners must be international (outside the borders of South Africa). In exceptional, motivated circumstances (such as
involving local language expertise), the external examiners may be appointed from within South Africa. For each research Master’s dissertation, two external examiners shall be appointed (which may include examiners from other universities in South Africa, but not from UFH). A mini-dissertation which forms part of a Master’s degree by coursework (that is, coursework and research) shall, as with the other modules taken in such a programme, require the appointment of only one external examiner. The second examiner for the Coursework Master’s mini-dissertation shall be an internal examiner, but not the supervisor of the mini-dissertation. The appointment of external examiners shall adhere to the requirements for best practices as stipulated in section 3.7 of the Postgraduate Guide.

16.6 Senate, on recommendation of the relevant Head of Department/Dean, shall appoint a supervisor for each candidate for a masters or doctoral qualification. Senate may also appoint a co-supervisor for a candidate, especially where the proposed programme will extend over more than one recognized subject field or goes beyond the research expertise of a single staff member. The supervisor shall normally be a member of the academic staff attached to the University, while the co-supervisor may be an academic from another University or another person who is a recognized authority in the subject field. In exceptional cases the supervisor may be appointed from outside the University, in which case a co-supervisor who is a member of staff of the University shall be appointed to administer the study programme.

16.6.1 At the end of each semester the supervisor shall report to the Head of Department/Dean on the progress of candidate(s) under his/her supervision; these reports shall also be tabled in Senate to consider intervention in the programme if and when required.

16.6.2 In the event that a supervisor leaves the employ of the University before a candidate he/she is supervising has completed the relevant postgraduate qualification, Senate may:

16.6.2.1 request the supervisor to continue as such and appoint an internal co-supervisor to act as liaison officer and for administrative purposes; or

16.6.2.2 appoint a new internal supervisor and request the original supervisor to continue in an advisory capacity or as a co-supervisor; or

16.6.2.3 appoint a new internal supervisor where a person competent in the field of study is available.

16.6.3 The university’s Policy on Supervision shall be subject to these rules and must be adhered to in all circumstances.

16.7 A postgraduate programme shall comprise not less than 120 credits at Honours level, 180 credits at Master’s level and 360 credits at Doctoral level and must comply with the specifications for each programme as prescribed in the Faculty Prospectus. Any deviation from such a programme must be fully motivated, recommended by the Head of Department/Dean and approved by Senate.

16.8 Duration of the programme:

16.8.1 An honours programme shall extend over not less than two consecutive semesters of full-time study and not more than four semesters in three consecutive years. If the rules of a particular faculty permit it, a candidate may, with the approval of the
Head of Department/Dean concerned, attend and complete the programme on a part-time basis in not more than six consecutive semesters. Where these periods (four semesters for full-time and six semesters for part-time study) are exceeded, the candidate must submit a motivated application and the Head of Department/Dean may then recommend an extension of the period to Senate, which will then make a final determination.

16.8.2 A Master’s programme shall extend over not less than two consecutive semesters of full-time study, and not more than six consecutive semesters. If the rules of a particular faculty permit it, a candidate may, with the approval of the Faculty Research and Higher Degrees Committee, attend and complete the programme on a part-time basis. Where such approval is granted, a master’s programme shall extend over not less than four consecutive semesters and not more than eight consecutive semesters. Where these periods are exceeded, the candidate must submit a motivated application and the Faculty Research and Higher Degrees Committee (through the Dean) may then recommend an extension of the period to Senate which will then make a final determination.

16.8.3 A doctoral programme shall extend over not less than four consecutive semesters of full-time study and not more than ten consecutive semesters. If the rules of a particular faculty permit it, a candidate may, with the approval of the Faculty Research and Higher Degrees Committee, attend and complete the programme on a part-time basis. Where such approval is granted, a doctoral programme shall extend over not less than eight consecutive semesters and not more than fourteen consecutive semesters (of part-time study). Where these periods are exceeded, the candidate must submit a motivated application and the Faculty Research and Higher Degrees Committee (through the Dean) may then recommend an extension of the period to Senate, which will then make a final determination. Further extensions of the study period may only be allowed in exceptional circumstances.

16.8.4 To promote the attainment of appropriate monitoring and consistent compliance with minimum study period prescriptions of the immediately preceding rules G16.8.2 and G16.8.3, it shall be the responsibility of the Chairs of Faculty Research and Higher Degrees Committee and postgraduate study supervisors to ensure that Master’s and Doctoral students’ dissertations/theses are not submitted for assessment within the prescribed minimum study periods. However, the Dean of a Faculty may, on the recommendation of the Faculty Research and Higher Degrees Committee, provide written permission for submission of a dissertation/thesis in the last quarter of the applicable prescribed minimum study period.

G.17 ASSESSMENT

17.1 The programme description for a postgraduate qualification shall include:

17.1.1 a description of the various components (modules) and the credit value of each; and

17.1.2 the method of assessment for each module, which may include assignments, mini-dissertations, projects, practical work and examinations; and

17.1.3 the due date for each submission (assignment, mini-dissertation, project, or
practical work); provided that the Head of Department/Dean may refuse to accept late submissions.

17.2 Candidates in a programme that consists of, or includes, course-work, shall present themselves for examination as required by the Head of Department/Dean.

17.3 The Head of Department/Dean shall submit a final mark for each module completed by each candidate as soon as it is available.

17.4 Assessment for an Honours Qualification

17.4.1 A candidate for an honours qualification must obtain:

17.4.1.1 an aggregate of at least 50 percent in all the modules comprising the specific honours programme;

17.4.1.2 a subminimum DP mark of 40% where applicable in order to qualify to write the main examination;

17.4.1.3 a sub-minimum of 40 percent examination mark in each module;

17.4.1.4 at least 50 percent examination mark in no less than half of all the (honours modules) examinations. Where the honours programme consists of an odd number of modules, the Faculty Examinations Committee shall determine whether the candidate has achieved the 50 percent requirement in terms of this rule; and

17.4.1.5 a pass mark in every examination (ancillary modules, language tests etc.) as may be specified in the programme description and/or as required by Senate.

17.4.2 A candidate shall normally retain credit for any individual module passed for a period not exceeding three years.

17.5 Assessment for a Master’s or a Doctoral Qualification based on Course-Work:

17.5.1 To obtain a Master’s or doctoral qualification based on course-work the candidate must obtain:

17.5.1.1 an aggregate of at least 50 percent of the marks in all the modules comprising the specific programme; and

17.5.1.2 sub-minimum of 40 percent in each module; and

17.5.1.3 a pass-mark in every other examination (ancillary modules, language tests, etc.) as may be specified in the programme description and/or as required by Senate.

17.5.2 A candidate for a Master’s or Doctoral qualification shall ordinarily retain credit for any portion of the study passed for a period not exceeding five years.

17.5.3 The format and assessment of a mini-dissertation which forms part of a Master’s programme shall comply with the format and assessment requirements of a full dissertation as stipulated in section 17.6 below.

17.5.4 Where a Master’s qualification is based on course-work plus a mini-dissertation or a dissertation, the candidate shall comply with the abovementioned conditions and the conditions set out below for dissertations (17.6 below).

17.5.5 Where a doctoral qualification is based on course-work plus a thesis, the candidate shall comply with the abovementioned conditions and the conditions set out below for theses (17.6 below).
17.6 Dissertations and Theses
17.6.1 The topic of a dissertation/thesis must be approved beforehand by Senate.
17.6.2 A dissertation/thesis must afford evidence of the student being conversant with the particular subject’s method of research and the existing literature thereof.
17.6.3 Except by permission of Senate no dissertation or thesis may be submitted without written consent of the supervisor and co-supervisor (where applicable). Such consent does not commit the supervisors to recommend the approval of the dissertation/thesis.
17.6.4 A dissertation/thesis must be accompanied by a written declaration on the part of the candidates to the effect that it is their own work and has not previously been submitted to another university.
17.6.5 A dissertation/thesis shall not be accepted if it has previously been submitted in fulfilment of the requirements of another degree. Material from publications by the candidate may be embodied in a dissertation or thesis.
17.6.6 For the purpose of examination, candidates shall submit at least three copies of their dissertation or thesis typed in double spacing. Unless Senate decides otherwise, a successful candidate shall, before admission to the degree:
  17.6.6.1 amend the electronic copy in line with the amendments (if applicable) required by the examiners;
  17.6.6.2 Submit a PDF copy of the final thesis to the Supervisor.
  17.6.6.3 The Supervisor must verify that it is a true copy of the approved version (with corrections incorporated) and that all the preliminary pages, chapters and references are included in the electronic version of the thesis.
  17.6.6.4 The Supervisor or Faculty Manager must e-mail the final, approved PDF version of the dissertation/thesis to the UFH Library at: libraryETD@ufh.ac.za

17.6.7 Submission deadlines for examination of postgraduate works
The prescribed dates for the submission of a Master’s dissertation, Doctoral thesis or Honours project/research report for examinations shall ordinarily be as following:
17.6.7.1 A Master’s dissertation or Doctoral thesis must be submitted on or before 31 January for the subsequent May graduation; alternatively, on or before 17 June for graduation in September in the same year of submission.
17.6.7.2 An Honours project/research report must be submitted on or before 30 November for the subsequent May graduation; alternatively, on or before 17 June for graduation in September in the same year of submission.
17.6.7.3 Any Honours, Masters or Doctoral candidate who complies with the 30 November or 31 January submission deadline respectively shall not be liable for the payment of registration fee for the year should there be a delay in the process of examination of the dissertation, thesis or project/research report due to the late receipt of external examiners’ reports.
17.6.7.4 Any candidate who submits a dissertation, thesis or project/research report after the 30 November or 31 January deadline shall be liable for the prescribed fees in order to register for the subsequent academic year.
17.6.8 Copies of a dissertation or thesis submitted for examination shall become the property of the University and shall not be returned to the candidate. Examiners may retain their copies.

17.6.9 A dissertation or thesis shall contain a summary of its contents not exceeding 5000 words in length. This summary must appear in the front of the dissertation or thesis just after the index and must end with a list of not more than ten keywords.

17.6.10 The title page of the dissertation or thesis shall contain the following particulars:

17.6.10.1 full title as submitted at registration; and
17.6.10.2 full name of the candidate; and
17.6.10.3 the following declaration: “submitted in fulfilment (or, in partial fulfilment) of the requirements for the degree of ….. in the Faculty of………………….at the University of Fort Hare.” and
17.6.10.4 the following declaration on plagiarism:

“I………………………….. student number …………………… hereby declare that I am fully aware of the University of Fort Hare’s policy on plagiarism and I have taken every precaution to comply with the regulations.

Signature: ……………………………………………….”;

17.6.10.5 In the case where a student collected research data from humans, animals or plants, the following declaration on research ethical clearance:

“I ……………………… student number …………………… hereby declare that I am fully aware of the University of Fort Hare’s policy on research ethics and I have taken every precaution to comply with the regulations. I have obtained an ethical clearance certificate from the University of Fort Hare’s Research Ethics Committee and my reference number is the following:…………………………….

Signature: ……………………………………………….”;

17.6.10.6 In the case where a student has not collected research data from humans, animals or plants, the following declaration on research ethical clearance:

“I…………………………… student number …………………… hereby declare that I am fully aware of the University of Fort Hare’s policy on research ethics and I have taken every precaution to comply with the regulations. I confirm that my research constitutes an exemption to Rule G17.6.10.5 and an ethical certificate with a reference number is not required.

Signature: ……………………………………………….”

17.6.10.7 date of submission; and
17.6.10.8 name(s) of the supervisor(s) and/or co-supervisor(s)

17.6.11 A dissertation or thesis must be satisfactory as regards form and literary presentation and shall include a full bibliography of the material, whether published or otherwise, used in its preparation.
17.6.12 A candidate shall submit, together with his/her dissertation or thesis a copy of every dissertation and thesis (if applicable) previously submitted for another degree, whether it was submitted or not.

17.6.13 Dissertations and theses examination reports shall be processed as follows: 
   17.6.13.1 The Examinations Department shall release dissertations/theses examiners reports to the relevant Head of Department/ Director of School/Dean only after receipt of the required number of examiners’ reports.
   17.6.13.2 Upon receipt of examiners’ reports, the relevant Head of Department/Director of School/Dean shall present them to the Faculty Higher Degrees Committee as soon as possible. Where amendments, corrections, etc. have been recommended by the examiners, they shall be affected only after the acceptance/approval of the reports by the said Committee.
   17.6.13.3 Dissertations/theses that have been examined as well as the examiner’s reports on those dissertations/theses shall, following their consideration by the relevant Faculty Higher Degrees Committee, be tabled before SENEX, which shall make the final determination on whether the dissertation/theses and the examiners’ reports are satisfactory. The candidate shall only submit the final bound copies of the dissertation/theses after approval by SENEX.
   17.6.13.4 A postgraduate candidate shall subsequent to approval of her/his dissertation/thesis by SENEX, submit:
      (i) In the case of a Masters candidate, evidence of submission of one manuscript to an accredited journal for consideration or
      (ii) In the case of a doctoral candidate, evidence of submission of two manuscripts to an accredited journal for consideration.

17.6.14 **Appeal against examination result.** In the event of a dissertation or thesis being rejected, the candidate may submit a duly motivated appeal to the Registrar of the University within 21 days of the release of the result. The Registrar shall submit such appeal to the relevant Director of School/Dean who shall table the appeal for consideration by the Higher Degrees Committee of the relevant Faculty. The Committee may request a panel consisting of the Dean of Research and another senior academic of the University (who has not been previously involved with the evaluation of the student’s work) to review the processes leading up to the production and submission of the examiners’ reports on the student’s work. The panel’s decision on whether or not there should be a re-examination of the student’s work shall be final.

17.6.15 **Arbitration.** Where an even number of examiners of a dissertation or thesis was divided on whether the work should be accepted and/or a cum laude result awarded, an additional examiner must be appointed. The recommendation of this examiner shall serve as a casting vote in the assessment of the dissertation or thesis examined. In other instances, the majority decision shall generally constitute the final result of the student.

17.6.16 **Publication of dissertation or thesis.** If a dissertation or thesis or an adaptation thereof, is published or otherwise presented, the candidate must state that it
originated from masters or doctoral studies (as applicable) at the University.

17.6.17 Candidates shall normally retain the copyright in their dissertation or thesis, but it is a condition of registration for the degree (unless specifically excluded) that the University shall have the right to publish the dissertation or thesis in its original or an amended form six months after the award of the degree if the candidate has not himself/herself published it within this period. The University shall also have the right to make and distribute facsimile or microform copies of the dissertation or thesis, to distribute it in digitized (computer) format, to input the particulars on a bibliographical database, to include the work in summary form in the University’s Catalogue of Theses and Dissertations, to allow it to be included in Dissertation or Theses Abstracts International and to be distributed by the publishers of the latter (University Microfilms International).

17.7 The Upgrading of Honours and Masters Research work.

Upon the recommendation of more than one external examiner, and where the honours modules and/or dissertation consisted primarily of independently researched material, the honours candidate may be assessed as Masters, and the Masters as a doctoral candidate. Where additional work was required by one or more of the internal or external examiners towards the higher qualification, the latter qualification will not be awarded until such additional work has been successfully completed and approved.

G.18 REASSESSMENT

18.1 Where a candidate has been granted an opportunity for reassessment but s/he is unable to write it at the normal time, s/he may submit a duly motivated application to the relevant Head of Department requesting either a postponement of the date of reassessment or reassessment at a future date. The Head of Department shall make a recommendation to the Faculty Examinations Committee whose decision shall be final.

G.18.1 EMABRGO / INJUNCTION AGAINST REASSESSMENT

18.1.1 No opportunity for reassessment shall be allowed in respect of a module forming part of the coursework component of an honours, master’s or doctoral programme at the University of Fort Hare. For the purposes of this rule, the credit weighting of such a module or special circumstances of any student(s) shall not be material.

18.1.2 The phrase “special circumstances” in the above Rule G.18.1 shall have the same meaning as the phrase “special circumstances” in Rule G.8.2.

G19. APPLICATION TO GRADUATE

19.1 Students in the last year of their studies towards a qualification for which they are properly registered shall be obliged to apply for graduation in May or September of the following year by completing the appropriate application form and submitting it to the office of the appropriate Faculty Manager.
The submission of the application to graduate in May the following year must be submitted by no later than July in their last year of study. This is to encourage final year students to apply and ensure that they submit their application for their last year of study.

19.2 A student who has completed the requirements for the award of a UFH qualification, but was unable to graduate (i.e. attend graduation) in a particular year due to outstanding fees/indebtedness to the University shall after settlement of the fees/indebtedness notify the University of her/his intention to graduate by completing the appropriate (graduation) application form and submitting it to the office of the appropriate Faculty Manager. Such a student must make the application to graduate no later than the end of January preceding the University’s next graduation ceremony.

G.20 RECOGNITION OF PRIOR LEARNING (RPL)

20.1 RPL Applications.
20.1.1 Applications for RPL shall be submitted to the Faculty Manager for pre-screening by the Faculty RPL Committee.
20.1.2 Applications for RPL may be submitted throughout the year, however, the deadline for the endorsement of RPL credit, where a prospective student wishes to register for further study in the following year, is the last Senate meeting of the preceding year.

20.2 RPL Fees. Prospective students shall be expected to contribute towards RPL administrative fees. The contribution shall not exceed the cost of a full-time face to face module/course or programme.

20.3 RPL Assessment Process
20.3.1 The assessment shall involve the process of collecting evidence and making judgments about the knowledge, skills and values that shall prove competence and shall articulate with the outcomes of a desired module/course and/or programme.
20.3.2 The assessment process shall abide by the assessment, moderation and reporting procedures that constitute the UFH rules and regulation of the assessment of student learning.

20.4 RPL Assessment Methods. A range of assessment methods may be utilized based on their appropriateness to a particular context, student, discipline and programme consistent with the University of Fort Hare Assessment Policy.

20.5 Appeal against RPL assessment results (s). In the event of a dispute over RPL assessment result(s), the prospective student shall submit a duly motivated appeal in writing to the Registrar of the University within 21 days of the release of the result. A panel of two members shall be nominated by the Registrar and the Executive Dean from amongst the University staff, including a member of the Teaching and Learning Centre, provided that he/she was not involved in the initial RPL process. The recommendation of the panel shall be considered as final.

20.6 Awarding RPL credit. Prospective students with prior learning, however obtained, may apply to have their prior learning assessed against the learning outcomes for a specific qualification and/or module/course(s) as outlined in the University RPL Policy for acceptance for the following purpose(s):
20.6.1 Access into a particular course/module or programme when a candidate is able to demonstrate, through appropriate assessment(s), the entry or exit outcomes of the course/module or programme preceding that particular course/module or programme;

20.6.2 Specified credits for designated courses/modules, units or competencies;

20.6.3 Unspecified credit resulting in the student required to complete fewer subjects, modules or competencies, for example, by exempting a student from undertaking elective modules;

20.6.4 Block credit resulting in exemption from the requirements to undertake a block component of a course programme, for example, first semester or first year;

20.6.5 Exemption standing which involves exempting a student from undertaking preparatory subjects. Units, modules or competencies in the early stages of the course or programme, while still requiring the student to undertake the same number of subjects, units, modules or competencies as they would be required to complete if they had not been granted exemption. This usually involves substituting the exempted subjects, units, modules or competencies with others;

20.6.6 Advanced standing resulting in the award of credits towards a qualification for which a candidate has registered; and

20.6.7 Advanced status which provides access to a level of a qualification higher than the logical next level following on the preceding qualification.

20.7 RPL applications for the purpose of access into a particular module/course/programme may be submitted to the respective faculty throughout the year; however, the deadline for submission is 31 October proceeding the year of study. The period prior to registration shall allow the applicant sufficient time to gather evidence and to prepare for the RPL assessment. This period shall also allow for administrative procedures to be complied with prior to the successful RPL candidate being allowed to register.

20.8 Credit transfer. Once a prospective student has been awarded credit on the basis of RPL, subsequent credit transfer based on these learning outcomes should not include revisiting the RPL assessment, but should be based on credit transfer agreements, articulation arrangements or other agreements between institutions.

20.9 Registration. Prospective students, who have been granted RPL credit, must comply with the University rules for registration for undergraduate qualifications (UFH General Prospectus Rule G3) or postgraduate qualifications (UFH General Prospectus Rule G16), whichever is appropriate.

G.21 LIFE, KNOWLEDGE, ACTION/THE GROUNDING PROGRAMME

21.1 The Life, Knowledge, Action/Grounding Programme is a compulsory module for all undergraduate programmes/curriculum at the UFH.

21.2 Senate may grant permission for deviation from the immediately preceding rule upon request and motivation by the Director of the Grounding Programme.

21.3 It is required of all faculty prospectuses to make provision for registration for the Grounding Programme by all undergraduate students of the Faculty, preferably in their first year.

21.4 Faculties shall contribute to the effective delivery of the Grounding Programme by providing academic resource and other support.
RULES APPLICABLE TO STUDENT DISCIPLINE

It is the responsibility of all students to familiarize themselves with all the rules, such as the General Rules, Faculty Rules, and these Disciplinary Rules, which may apply to them, and also to read all official University Notices.

SECTION A: GENERAL RULES FOR ALL STUDENTS

DR 1 Conditional Registration
1.1 Students who are admitted to the University and who sign the registration form and the undertaking therein, will be temporarily registered until their final obligations as set out in the University calendar, are met.
1.2 Students whose specified fees are not paid by the due date shall be deregistered and their presence on campus shall be regarded as unlawful.
1.3 Interest at the rate of 1.5 percent per month shall be levied on all overdue accounts regardless of whether fees are getting paid by the student or the sponsor.

DR 2 Damage deposit
2.1 A student will be required to deposit the prescribed fee to cover any possible damage to or breakage of University property. This deposit must be kept at the prescribed amount throughout the student’s period of study. If a student does not intend returning the following year, s/he may submit a written claim for refund of any deposit still to his/her credit after the following year’s registration period, but before 10 December of that year. Any deposit not claimed by this date will be forfeited.
2.2 Where damage is caused to University property and it is impossible to determine individual responsibility, the Vice-Chancellor may, where s/he considers such a procedure just and reasonable in the circumstances, hold all members of the society or a group of students jointly responsible for such damage, in which case the amount chargeable to each student will be pro rata to the total damage to be recovered.

DR 3 University responsibility
The University shall not be liable for any loss of or damage to the property of a student, or of any property under his/her care, sustained on University premises.

DR 4 Special Rules
A student is subject to any special rules pertaining to any particular portions of the University property.

DR 5 Student organizations and activities
5.1 Any student organization or student activity is subject to the prior approval of Student Representative Council (SRC) and ratification by the Vice-Chancellor.
5.2 Students are prohibited from holding meetings during lecture/teaching times, except with the special permission of the Vice-Chancellor or his/her representative. If and where such permission is granted, the meeting(s) shall not be held in lecture/teaching venues.
5.3 Student meetings and rehearsals taking place in the University halls must not go beyond the times when such buildings are closed for security reasons except where permission for such activity has been granted by the appropriate authorities.

5.4 If any person(s) not under the jurisdiction of the University wishes to visit the University as guests of any student or student organization, prior consultation with the Vice-Chancellor through the Dean of Students shall be required. The prior consultation with the above stated official(s) must take place within at least three days before the visit of the guests.

5.5 While students, clubs and societies may establish magazines, pamphlets and other publications, the University shall not be liable for any damages resulting from such publications.

5.6 Students shall not make statements to the media on behalf of the University.

5.7 Students serving in the Student Representative Council (SRC) or students who may from time to time be engaged in University-related business or activity shall in respect of their academic work be assisted by academic staff members with particular regard to teaching and learning work covered during the absence of those students on official scheduled SRC/UFH business/meetings. The level of assistance required to be provided in terms of this rule shall not exceed that normally required of academic staff members.

5.7.1 Support in respect of class attendance and tutorials

5.7.1.1 The student (SRC member or other student) must submit an application for leave of absence accompanied by supporting documentation (where available) either before the date of the class/tutorial that s/he is unable to attend or where that was not possible, must submit such application within 48 hours thereafter.

5.7.1.2 Upon receipt of the leave of absence application, the Head of Department shall consider and determine whether sufficient grounds exist or existed for the application for leave of absence and if satisfied, shall record the student as being properly absent from the relevant class/tutorial. Accordingly, for the purpose of determining compliance with the DP requirements pertaining to class/tutorial attendance, the student shall not be prejudiced by non-attendance that is supported by proper application for leave of absence.

5.7.1.3 The student may consult with the relevant lecturer for the purpose of requesting any material(s) handed out in the class/tutorial while s/he was absent. Upon receipt of such a request, the lecturer shall facilitate the provision of such material(s) by the departmental/faculty administration office.

5.7.1.4 Where the Head of Department is not satisfied that sufficient grounds exist or existed for the application of leave of absence, she or he may decline to recognize such leave of absence as having been properly taken by the student. The student shall have a right of appeal to the Dean of the Faculty within seven days of such refusal.
5.7.2 Support in respect of practicals

5.7.2.1 The student must submit an application for leave of absence accompanied by supporting documentation (where available) either before the date of the practical that s/he is unable to attend or where that was not possible, must submit such application within 48 hours thereafter.

5.7.2.2 Upon receipt of the application for leave of absence, the Head of Department shall consider and determine whether sufficient grounds exist or existed for the application for leave of absence and if satisfied, shall record the student as being properly absent from the relevant practical.

5.7.2.3 Accordingly, for the purposes of determining compliance with the DP requirements pertaining to class or tutorial attendance or completion of practical exercises, the student shall not be prejudiced by non-attendance or failure to complete practical exercises where s/he has submitted to the lecturer evidence of proper application for leave of absence.

5.7.2.4 Upon receipt of such leave of absence the lecturer, or where necessary, the Head of Department, shall facilitate the provision/administration of such tests, practicals and/or other exercises or assignments as are necessary to enable the student to satisfy the requirements of a DP. Provided that the requirement for the provision/administration of tests, practicals and/or other exercises or assignments shall not apply in the case of a Department which, for logistical reasons, is unable to comply with such requirement. The Dean of the relevant Faculty shall at the commencement of each academic year publish a list of Departments which, for logistical reasons, are unable to comply with the requirements of this rule.

5.7.2.5 Where the Head of Department is not satisfied that sufficient grounds exist or existed for the application of leave of absence, she or he may decline to recognize such leave of absence as having been properly taken by the student. The student shall have a right of appeal to the Dean of the Faculty within seven days against such refusal.

5.7.3 Support in respect of tests and assignments

5.7.3.1 The student (SRC member or any other student) must submit an application for leave of absence accompanied by supporting documentation (where available) either before the date of the test or assignment that s/he is unable to write or where that was not possible, must submit such application within 48 hours thereafter.

5.7.3.2 Upon receipt of the application for leave of absence, the Head of Department shall consider and determine whether sufficient grounds exist or existed for the application for leave of absence and if satisfied, shall record the student as being properly absent from the relevant test. Thereafter, the lecturer shall make alternative arrangements for the student to write either the sick/make-up test in the course (where that is still possible), or where there are no
more scheduled sick/make-up tests, the relevant lecturer shall make arrangements for the student to write a special test.

5.7.3.3 Where the student foresees that she or he may be unable to meet an assignment submission deadline due to SRC business or other University related engagement or commitment(s) falling within the coverage of this rule, she or he shall apply in writing to the relevant lecturer for extension of time within which to submit the assignment. Where available, the application must be accompanied by supporting documentation. Upon receipt of the student’s application, the relevant lecturer shall, in consultation with the Head of Department, grant an extension for the number of days that the lecturer considers fair and reasonable in the circumstances.

5.7.3.4 Where the student, without first submitting an application for leave of absence (accompanied by supporting documentation where necessary), fails to write a test or to submit an assignment on the due date or to comply with the requirements for the completion and submission of her or his practicals in accordance with the deadline determined by the lecturer, due to SRC business or other University-related business such student shall not be entitled to the assistance covered by this rule unless she or he supplies sufficient reasons to the satisfaction of the Head of Department, for her or his failure to obtain prior approval application for leave of absence. The Head of Department may refuse the application to condone the absence where the reasons given by the student are not valid or satisfactory. Provided that where the Head of Department refuses to condone the student’s absence, the student shall have a right of appeal to the Dean within seven days of such refusal.

DR 6 Report of absence

Should a student wish to absent him/herself from the University, it shall be his/her responsibility to notify the Community Coordinator, who shall, in return, report to the relevant academic departments. Students may also report their intended absence directly to their academic departments.

DR 7 Illegal possessions

7.1 Possession and use of dangerous weapons, alcohol or drugs, other than those prescribed by a medical practitioner, is prohibited within the University premises.

7.2 Should a student be found in possession of or using dangerous weapons, alcohol or drugs within the University premises, security personnel shall be obliged to confiscate the said objects and in the process may do all that is reasonably necessary to give effect to the provisions of this Rule.

7.3 Strict disciplinary measures for example, suspension, expulsion and heavy fines will be taken against any person found in possession of and/or using dangerous weapons, alcohol or drugs on the University premises.
SECTION B: GENERAL RULES FOR RESIDENCES

DR 8 Allocation of rooms
8.1 A student will reside in the room allocated to him/her by the Community Co-ordinator or delegated staff member. Room allocation is the prerogative of the Community Co-ordinator. Residence committees are, however, expected to assist the staff in residences in room allocation, especially to make sure that no unfair practices occur in the allocation of rooms. While students may reserve rooms for the ensuing year, such reservations may not be indefinite and the Community Co-ordinator may, at his/her discretion, re-allocate a reserved room to any other student.

8.2 Room keys:
8.2.1 Where applicable, a student shall obtain the room key from the Community Co-ordinator or person delegated by him/her. This key may not be duplicated.
8.2.2 A student must return the room key before leaving the University at the end of semester or upon cancellation of registration. Failure to comply with this rule will mean that the door lock will be replaced at the student’s expense.
8.2.3 A student who loses his/her own room key must report the matter to the Community Coordinator or the person delegated by him/her, who will be responsible for replacement at a cost to be laid down.

DR 9 House Representative Committee
9.1 The students in Residence Halls shall, in accordance with the SRC Constitution, elect a House Representative Committee which shall:
9.1.1 without in any way infringing upon the authority of the Community Co-ordinator and Residence Assistant assist in seeing that the rules of the Residence are obeyed and that good order and good conduct generally are maintained; and
9.1.2 normally be the intermediary between students and residence’s staff or the respective University official, without prejudice to the right of the residence’s staff or the respective University official to deal directly with a student or with the general body of students in the residence or with the right of a student to approach the Community Co-ordinator or any other University official directly.

DR 10 Student responsibility
10.1 Students are responsible for University property in the Residence and in their rooms, and for keeping their rooms neat and tidy. All damage to the University property within a student’s room, unless otherwise reported, will be charged to the student.
10.2 No furniture or any other items on the stock register shall be removed from a student’s room. All missing items per stock register will be charged to the student’s account. Any University items brought into a student’s room without a permit from the source department/section may render the occupant liable for disciplinary procedures.
10.3 Common room and TV room furniture should be handled with care and cushions and chairs shall not be removed.
10.4 Students in possession of permitted electrical appliances may connect these to wall plugs only.
10.5 No cooking is allowed in the residences except in designated areas. Cooking appliances, particularly items such as stoves, microwaves and refrigerators are not permitted.
10.6 No installation, which is likely to cause damage to the building structure, will be permitted. These include antennae, satellite dishes, electric wiring, air conditioners, etc.

10.7 Radios, tape recorders, TV’s and similar devices must not be played so loud as to disturb other people in residences.

10.8 No parties may be held in a student’s room, but only in the specially designated areas.

10.9 It is a student’s responsibility to ensure that a student card is produced whenever it is required by authorities, including when entering the University. Giving or lending of a student card to another student or any other person or outsider for his personal use in or outside the University is strictly prohibited.

DR 11 Illness and pregnancy
11.1 A student shall report to the Community Co-ordinator or the person delegated by him/her when s/he is ill and should contact the Students’ Health Services for treatment or formal referral.

11.2 A pregnant student may be permitted to remain in residence up to 34 weeks of pregnancy, as prescribed in the policy for pregnant students.

11.3 No student will be permitted to stay with a child in a student residence.

DR 12 Residence occupation
12.1 A student shall leave the residence not later than three days after the final date of examinations, or within three days after cancellation of registration.

12.2 A student must vacate the room, remove all personal possessions and leave the University for the duration of the winter and summer vacation. A student shall be permitted to stay in the residences during the short vacations.

12.3 A postgraduate student who does not write examinations at the end of the year shall leave the residence when the University closes. Should there be academic reasons to stay beyond this date, application must be made and approval obtained from the Dean of Students before the University closes. Such an application must be recommended by the Head of Department/Programme Co-ordinator concerned.

12.4 No student is permitted to allow another student to ‘squat’ or lodge in a single room allocated to him/her. Also, only students are allowed to stay in a double room. Non-observance of this rule constitutes a disciplinary offence.

12.5 Any swopping of rooms by students without the prior approval of the Dean of Students or Residence Manager is prohibited and, therefore, constitutes misconduct for which a student may be charged in terms of this rule.

DR 13 Residence occupation during summer vacations
13.1 A postgraduate student whose academic year begins in January, or any other student who is required to be present at the University for a special assignment, or a student who has to write an examination before lectures commence, may reside in a residence only from the date determined by the Registrar or his/her representative, provided that written application is made to the Registrar and written approval is granted in advance. The following conditions will apply:

13.2 Lodging and/or boarding fees for the period from date of arrival until the date of departure or registration are payable on arrival by students writing supplementary or special examinations.

13.3 Students writing postgraduate examination papers and students who have to report early for
selected courses, that is before the residences open officially for senior students, are accommodated free of charge.

**DR 14** Outside visitors

14.1 A student may have personal visitor overnight in a residence, but the University shall not be responsible for any injury or loss of property belonging to such a visitor. Students are expected to report the fact that they have visitor(s) to the Community Co-ordinator.

14.2 A visitor who is allocated a room in a residence overnight shall pay according to the prescribed tariff after having obtained a visitor’s permit from the University security.

14.3 Enquiries of an urgent nature must be made through the Community Co-ordinator, Residence Assistant or Residence Attendant.

14.4 It is a serious offence for a student who resides in private lodging to make use of the dining halls in the residence other than the Student Centre, or for such a student to move into a residence without written permission from the Residence Manager and without notifying the Fees Section in advance.

**DR 15** Criminal offences

All offences of a criminal nature committed within the Residences will be handed over to University security for disciplinary and criminal procedures by the University and South African Police Services (SAPS) respectively.

**SECTION C: CAFETERIAS AND DINING HALLS**

**DR 16** In all dining halls and other food outlets, students are bound to abide by the rules as set out by the catering company.

**SECTION D: DISCIPLINARY MEASURES**

**DR 17** The Vice-Chancellor is the Chief Disciplinary Officer of the University.

17.1 In all cases of misconduct involving a serious element of violence (including, but not limited to assault causing grievous bodily harm, rape, sexual assault and sexual harassment), and in any other case where the University considers it appropriate, the Vice-Chancellor or his nominee may suspend the alleged offender from the University with immediate effect pending a disciplinary hearing into the matter. The duration of such suspension and the terms thereof shall be communicated to the student in writing. In exercising his/her power pursuant to this rule, the Vice-Chancellor or his nominee may consider any recommendations to his/her office from the Dean of Students and/or DC Coordinator.

17.2 Where a student who was suspended pursuant to the immediately preceding rule is subsequently acquitted by a Disciplinary Committee, the Vice-Chancellor shall direct the Dean of Students (and/or Dean of the relevant Faculty) to ensure that, as much as possible, the student does not suffer prejudice in respect of his/her academic studies.

**DR 18** A student is subject to the disciplinary provisions prescribed by the University statute and the rules and regulations laid down by the Council.
DR 19 Misconduct
The following are grounds on which a student may be charged with misconduct:

19.1 breach of any rule or regulation of the University;
19.2 failure, or refusal to carry out any lawful instruction given to them by the members of the academic or administration staff;
19.3 undisciplined, or insubordinate behaviour in a University residence, dining hall, lecture hall or University premises;
19.4 failure, to abide by the rules of the University examinations or any other test;
19.5 operating unauthorized sale of alcohol, drugs, or the use of drugs other than those prescribed by the medical practitioner;
19.6 damage, to the University property by a willful, deliberate act or negligence, including painting of slogans or the pasting of private notices on University property;
19.7 conduct, whether on University premises or not, which is improper, unbecoming or disgraceful or in any way liable to bring discredit upon the University to prejudice the proper conduct of work of the University;
19.8 conduct, which constitutes plagiarism in terms of Rule G.5.6.2.
19.9 use of student residential accommodation for the conduct of business activities or commercial purposes;
19.10 possession of a firearm/gun, dagger, explosives, any dangerous weapon or a mock replica of any of the above;
19.11 failure to attend and testify at a disciplinary hearing despite receiving summons and relevant information from the DC Coordinator; and
19.12 all forms of initiation of students by students.

DR 20 Disciplinary Proceedings

20.1 Procedure
20.1.1 Whenever misconduct is alleged to be committed or to have been committed, the Head of Protection/Security Services must forthwith investigate the matter.

20.1.2 If any student or University official has reason to believe that misconduct in terms of University rules is being or has been committed, a report, preferably in writing, must be made by the student or university official concerned to the Head of Protection/Security Services at the relevant Campus or to a person acting on his/her behalf, who must forthwith investigate the matter.

20.1.3 The Head of Protection Services may do whatever is reasonably necessary for purposes of such investigation including interviewing and taking statements from any person(s) who may be involved either as a respondent or as a potential witness.

20.1.4 On conclusion of the investigation, a report must be submitted to the Disciplinary Committee (DC) Co-ordinator, who shall, after consulting with the head of legal services, arrange a hearing/sitting of the Disciplinary Committee.

20.1.5 Before any decision can be taken in any case, the DC must first put the charge(s) and the material facts upon which the charge(s) rests to the student concerned in writing at least seven (7) days before hearing of the case, and shall give the student an opportunity to defend him/herself against the charge, if he/she so wishes, by
leading such evidence and asking questions as may be necessary to further the ends of justice.

20.2 Representation

20.2.1 A student appearing before the Disciplinary Committee or the Disciplinary Appeals Committee may be represented by any member of the academic staff or by any registered student of the University who is not a member of the Student Representative Council (SRC), and, to avoid conflict of interests, who is not a student summoned to answer charges in the same proceedings.

20.2.2 The DC Coordinator shall officially represent the University in any disciplinary proceeding involving students. Where it may be inappropriate for the DC Coordinator to carry out this responsibility due to a conflict of interest, the DC Coordinator shall recuse himself or be requested by the DC to recuse himself, or in cases where the VC has acted in terms of DR17.1 or in any other case where the University considers it appropriate, the Dean of Law in consultation with the Head of Legal services may excuse the DC Coordinator from the proceedings. In such a scenario, the Dean of Law shall, in consultation with the Head of Legal Services, appoint another staff member of the University to represent the University.

20.3 Composition of Disciplinary Committees

20.3.1 A Disciplinary Committee shall consist of the following:

(i) An academic staff member of the Faculty of Law nominated by the Dean of Law, acting as chairperson of the Committee; or

(ii) Where the respondent is a law student, the chairperson of the Committee nominated by the Dean of Law, shall be an academic staff member of the University possessing appropriate skills and experience and duly assisted by the Head of Legal Services, in so far as such assistance is required;

(iii) A senior staff member of the University nominated by the Dean of Law; and

(iv) A representative of the Students Representative Council; and

(v) In cases involving Gender Based Violence, a person appointed by the Dean of Student, who shall be an expert in Gender Based Violence cases.

20.3.2 Each member of the Committee shall be entitled to one vote. However, in the event of a deadlock, the Chairperson shall be entitled to a casting vote.

20.3.3 Notwithstanding DR 20.2.2, in cases of serious misconduct, including cases involving an element of violence or sexual offences, the University shall have the right to appoint a legal practitioner external to the University as chairperson of the DC.

20.3.4 Notwithstanding DR 20.2.1, in cases chaired by an external legal practitioner, and in cases envisaged in DR17.1 and where the DC Coordinator has recused herself or has been excused from the proceedings, the student appearing before the DC or DAC may be legally represented by a legal practitioner of his or her choice or by legal aid, if he/she cannot afford the services of a legal practitioner.

20.4 The Hearing

20.4.1 During the hearing, the Chairperson of the Disciplinary Committee has the sole responsibility to guide the DC panel when deciding on any question of law,
procedure or admissibility of evidence. In deciding any question of procedure not provided for in the Student Disciplinary Rules of procedure, or on the admissibility of evidence, s/he will not be bound by the formal rules of criminal procedure or evidence applicable in any court of law, but shall be guided by what in his/her judgement is necessary to achieve fairness and justice. This, however, does not preclude the use or rules of criminal procedure and evidence as applied by courts of law if they serve the purpose of justice in the circumstances.

20.4.2 Disciplinary hearings shall be held in camera and only those persons who have been specifically summoned/requested/invited by the University to attend shall be entitled to be present. Notwithstanding the provisions of this subrule, in cases involving sexual assault, sexual harassment and/or rape, the complainant shall be accompanied by a family member or a person designated by the Dean of Students, for emotional support.

20.4.3 The DC Co-ordinator may act as a University advocate or Prosecutor during the hearing of a case.

20.4.4 The Dean of the Law Faculty or his nominee shall serve as Chairperson of the constituted Disciplinary Committee in all disciplinary cases involving students.

20.4.5 The Disciplinary Committee shall inquire into the alleged misconduct, and may for this purpose hear oral evidence through the calling of witnesses and/or call for written reports, and consider such evidence and reports.

20.4.6 Both the DC Co-ordinator and the respondent have the right to call witnesses, and to cross-examine any witnesses called by the other party.

20.4.7 After all the evidence has been presented, the respondent or his/her representative and the DC Co-ordinator shall have the right to address the DC Chairperson or the DC panel as the case may be.

20.4.8 After the conclusion of the addresses, the Chairperson of the Committee shall guide the panel in deliberations, and then render its decision as to whether the accused student is guilty of the charge/s or not on a balance or probabilities, including a decision on the appropriate sentence.

20.4.9 In cases where the student is indeed found to be guilty, the DC may impose any appropriate penalty in line with provisions made in these General Rules.

20.4.10 Where a penalty has been imposed on a student found guilty, the DC Co-ordinator shall inform such a student in writing within seven days of the hearing.

20.5 Penalties

Disciplinary Committee may:

20.5.1 Postpone the imposition of a penalty for a definite period, at the end of which any of the penalties mentioned in 20.5.3 below may be imposed.

20.5.2 Suspend the operation of a penalty imposed on certain conditions, which if not fulfilled, may warrant the activation of the same penalty so suspended.

20.5.3 The following penalties may be imposed by the disciplinary committee:

20.5.3.1 Admonition and/or warning

20.5.3.2 Deprivation of all or some of the following privileges for a specified period or an unspecified period:
(a) participation as a member, organizer or official of any student organization or structure or participation in any or certain student activities;
(b) access to computer facilities of the University;
(c) forfeiture of a bursary/loan or student appointment and benefits thereof of whatever nature;

20.5.3.3 Suspension from the University or University residence for a specified period or unspecified period;
20.5.3.4 Expulsion from University or University Residence;
20.5.3.5 Refusal of admission to any or all tests and or examinations at the University;
20.5.3.6 Forfeiture of any semester marks, examinations marks, test marks or any credits acquired in examinations, tests or by any means;
20.5.3.7 Forfeiture of a degree or diploma obtained in a dishonourable manner;
20.5.3.8 Written apology to a specified person or body;
20.5.3.9 Re-imbursement for or repair of damage caused by the respondent;
20.5.3.10 Payment of an appropriate fine, not exceeding R3000.00;
20.5.3.11 Imposition of an appropriate University community service for a period deemed fit and proper by the DC, or alternatively, if the said community service is not done properly or to the satisfaction of the DC, then an appropriate fine not exceeding R3000.00.

20.5.4 Where the disciplinary committee has found a student guilty of a violation of the UFH Disciplinary Code involving an element of academic dishonesty (e.g. cribbing, etc.), the appropriate penalty SHALL consist of: (a) an order that the student repeat the module involved in the following academic year OR forfeiture of any semester marks, examination marks, test/assignment marks, or credits acquired/advantage gained in examinations, tests, assignments or any other assessment exercises; and (b) any other sanction that the committee deems appropriate in the particular circumstances.

20.5.5 Where a student has been found guilty of swopping his/her room in contravention of rule DR 12.5 and it is found that the conduct was motivated by the intention to create/achieve a co-habitation arrangement, the Disciplinary Committee shall consider imposing the penalty of exclusion from University student’s residence, even for a first offender.

20.6 Review and/or appeal
20.6.1 Right of appeal/review.
20.6.1.1 A student wishing to exercise the right to appeal or to review the decision of the DC shall do so within seven (7) working days from the date that the decision to convict him/her is communicated to him/her.
20.6.1.2 A student who has been convicted and sentenced by the Disciplinary Committee shall have the right to have such decisions reviewed by a Disciplinary Appeals Committee (DAC) on the following grounds only:
(a) that the sentence was so excessive as to be unjust;
(b) that he/she has been prejudiced by a material irregularity in the conduct of the proceedings against him/her; or
that the facts found proved by the DC Chairperson/panel do not
disclose the offence of which he/she was convicted;

20.6.2 Formal Request for Appeal/Review and Response.

20.6.2.1 The student who has elected to appeal/review shall submit an
appeal/application to the Vice-Chancellor’s office, and a copy thereof to the
DC Coordinator. Upon receipt of the appeal/application, the Vice-Chancellor
shall request for a file or record of the proceedings from the DC Co-
nordinator, including the mechanical record of the proceedings, if necessary;

20.6.2.2 The student who is the applicant has a right to request the record of the
proceedings from the DC Co-ordinator, including such proceedings recorded
by mechanical means, the cost of which will be borne by the student (if any
cost is involved). If the applicant succeeds in the appeal/review, the costs will,
however, be met by the University.

20.6.3 The Appeal/Review hearing.

20.6.3.1 The Vice-Chancellor or his appointee, the SRC President and the Dean of Law
shall constitute the Disciplinary Appeals Committee (DAC). The Dean of Law
shall act as Chairperson of the DAC.

20.6.3.2 The DAC members shall decide the outcome of the appeal/review primarily
on the basis of the record submitted to them by the DC Coordinator, the
written appeal/application for review from the student or his representative and
the submission made by the DC Coordinator.

20.6.3.3 The DAC has discretion on whether to invite both the DC Coordinator and the
applicant for the hearing if the records and submissions provided are so clear
as to render additional oral submissions unnecessary. However, the discretion
should only be exercised in so far as it serves the purposes of justice and
fairness;

20.6.3.4 The decision of the DAC shall be reached by consensus.

20.6.4 Powers of the DAC Upon review/appeal.

20.6.4.1 After considering the submissions from the applicant, the DAC has the
power to confirm, reduce, increase, alter or set aside the sentence imposed
by the Disciplinary Committee;

20.6.4.2 The DAC also has the power to generally give such a ruling, or to impose such a
sentence or make such order as it deems fit, including the ordering of a fresh
hearing, either before the original Chairperson or Disciplinary Committee or
before a newly constituted Disciplinary Committee.

20.6.5 Where the Dean of Students or Dean of the Faculty in which a student is registered is
dissatisfied with the outcome of a disciplinary proceeding (either in respect of the verdict
reached or penalty imposed by a Disciplinary Committee), that Dean may, by way of a
written motivation, request the Deputy Vice-Chancellor: Academic Affairs to consider
lodging an appeal against the Disciplinary Committee’s decision. For the purposes of
exercising the right of appeal conferred on the Deputy Vice-Chancellor: Academic
Affairs by this rule, the provisions of rules DR 20.6.1 – DR 20.6.5 shall apply subject to
necessary modification.
The vision of the Libraries is to provide a level of excellence in its resources and information in support of the University in its drive to regain its status in the academic world as one of the best African higher academic institutions.

The mission of the University Library is:

• To provide the University community with access to quality information services and resources in a variety of formats and delivery systems that supports teaching, learning, research and the service mission of the University of Fort Hare
• To foster the skills which are necessary for independent lifelong learning thereby contributing to the social, cultural, intellectual and economic development of South Africa.

The Library system consists of three institutional libraries servicing the Alice, the Bhisho and the East London campuses. The Alice Library has over 170 000 volumes of books, periodicals and other materials. Its special collections are housed in the Howard Pim Library of Rare Books which is situated on the ground floor in the Alice library. Promotional materials detailing the facilities and services provided by the Library are accessible through the library web page from the Libguides.

The Library mission is to provide the materials and services to meet the information and research needs of the staff and students of the University.

**LB.1 Definitions**

In these Regulations, unless the context indicates otherwise, the word:

1.1 “book”, According to the Oxford dictionary, a book is written or printed work consisting of pages glued or sewn together along one side and bound in covers. This definition includes pamphlets but excludes periodicals
1.2 “borrower”, means a member of staff, a student or an external borrower, who is currently registered by UFH Libraries as a person who may borrow Library material subject to Library Rules and Regulations;
1.3 “desk”, means the main issue desk in the Library;
1.4 “external borrower”, means a borrower who is not a student or a member of staff, but who is registered by UFH Libraries as a borrower in terms of Library Rules and Regulations;
1.5 “Identity card”, means a valid Identity card issued by the University of Fort Hare that identifies the individual to whom it is issued as having entered into a contractual relationship with the University as staff or student.
1.6 “library”, means all the libraries of the University of Fort Hare
1.7 “publication”, means any book, periodical, document, print pamphlet or similar article;
1.8 “Library material”, means any document, electronic record, bibliographic item, or multi-media item that has duly been incorporated into the Library stock;
1.9 “staff”, means employees of the University of Fort Hare;
1.10 “student”, means a current registered student of the University of Fort Hare;
1.11 “user”, means any individual admitted into the Library, such admission being authorised at the discretion of the University Librarian;
1.12 “University Librarian”, means the Library Director/University Librarian of the University of Fort Hare and his/her duly authorised representative.

LB.2 Library Hours
2.1 Library operational hours during term time and short holidays:

**Alice Library:**
Monday - Thursday: 08h30 – 24h00
Friday: 08h30 – 20h30
Saturday: 08h00 – 16h00
Sunday: 13h30 – 17h30

**Howard Pim Africana Library, Alice:** Monday – Thursday: 08h30 – 16h30 Friday: 08h30 – 15h30
Weekends: Closed

**East London Library:**
Monday, Wednesday & Thursday: 08h00 – 24h00
Tuesday 09h00 – 24h00
Friday: 08h00 – 20h00
Saturday: 09h00 – 17h00
Sunday: 12h00 – 17h00

**Bhisho Library: During term time**
Monday - Thursday: 10h00 – 18h00
Friday: 08h00 – 15h30
Saturday: Closed
Sunday: Closed

**Library operational hours during long holidays:**

**Alice Library:**
Monday - Thursday: 08h30 – 16h30
Friday: 08h30 – 15h30
Weekends: Closed

**East London Library:**
Monday - Thursday: 08h00 – 16h30 Friday: 08h00 – 15h30
Weekends: Closed
2.2 On some occasions the University Librarian or his/her duly authorised representative may, in consultation with the Deputy Vice-Chancellor of the University of Fort Hare, cause the normal hours to be altered. Notices informing users of such alterations shall be posted at the entrance to the Library, and at other places deemed appropriate for communicating with users;

2.3 Fifteen minutes before each closing time of a Library session a bell shall ring or an intercom will be used to indicate that users must prepare to leave the Library. Ten, and again five minutes before the closing time of a Library session a bell shall ring or an intercom will be used to indicate that users must leave the Library. Any user who has not left the Library at closing time commits a breach of Library Rules and Regulations.

LB.3 Use of the Library

3.1 Students, members of staff and external borrowers are admitted to use the Library and may borrow Library material subject to Library Rules and Regulations. The University Director/Librarian may, at his/her discretion, admit other persons to use the Library. Library registration for student borrowers is valid only for the duration of issue of the student’s identity card, normally one semester or one calendar year.

3.2 Any borrower who acts contrary to the provisions of these Rules and Regulations may be suspended from the use of and access to the Library by the University Librarian or his/her duly authorised representative for a period of not more than five days. If the University Librarian or his/her duly authorised representative is of the opinion that the breach of the Rule or Regulation is of such a serious nature as to warrant a suspension of more than five days, he/she shall immediately report such breach to the Deputy Vice-Chancellor of the University by letter. He/she shall only readmit such a borrower to the Library on such date as the Deputy Vice-Chancellor, by written notice to the University Librarian or his/her duly authorised representative, may decide.

3.3 Any user or borrower who, in connection with the use of the Library, commits an offence, whether under Common Law or Statute, shall be prosecuted according to the Law.

3.4 No user shall enter the Library without first putting his/her cellular phone on silence. Any user found talking on a cellular phone inside the Library shall be liable to a spot fine of R50.00.

3.5 No user shall raise his/her voice or create any noise or disturbance or smoke, drink or eat in the Library.

3.6 No user who has removed a book or periodical from the shelves for perusal in the Library shall replace such a book or periodical on the shelves, but shall leave it on the table where it has been used.

3.7 No user shall write or make marks on any Library material borrowed from the Library or deface it in any way and anyone returning Library material that has been damaged or defaced with writing or otherwise, shall be held responsible for such damage, unless it has
been noted on the computer system at the time of issue.

3.8 No user shall remove or cover over, or attempt to remove or cover over any markings on Library material that identify the material as belonging to the Library. Possession of Library material from which the markings have been removed or where the markings have been covered over is an offence, provided that the user is bringing the material to the University Librarian or his/her duly authorised representative in order to report the discovery of the same.

3.9 Any user caught attempting to illegally remove Library material from the Library, or any user who is found in possession of Library material that has been illegally removed from the Library shall be deemed to have attempted to steal, or have stolen the material, unless the user provides proof to the contrary.

3.10 Any user who finds Library material left unattended outside the Library shall return the material to the Library immediately.

3.11 The University Librarian or his/her duly authorised representative shall confiscate any Library material identified as belonging to another Library and which, in the opinion of the University Librarian or his/her duly authorised representative, appears not to have been legally borrowed by the user who has the material in his/her possession. The University Librarian or his/her duly authorised representative shall contact the Library to which the material belongs in order to establish whether the material was legally borrowed by the user from whom the material was confiscated. If the owning Library confirms that the material was legally borrowed by the user, the material will be returned to the user. If it was not legally borrowed by that user, the University Librarian or his/her duly authorised representative shall return the material directly to the owning Library, and if asked to do so by that Library, shall provide the Library with such information and assistance in identifying and prosecuting the possessor of the material as may be at the University Librarian’s or his/her duly authorised representative’s disposal.

3.12 It is the responsibility of every user to make him/herself cognizant of the Law of Copyright and such Copyright Regulations as may be applicable in the Republic of South Africa. No user may utilise Library equipment or materials to breach or attempt to circumvent Copyright Law and its regulations, nor shall any user introduce to the Library any materials that are in contravention of the same.

LB.4 Library material

4.1 Library material marked “LIBRARY USE ONLY” shall not be removed from the Library or lent to anyone, but shall be consulted in the Library.

4.2 Library material kept in the Short Loan collection of the Library shall be issued to borrowers on production of their Identity card for a period of two hours and such material shall be consulted in the Library only unless otherwise indicated. Such material shall be returned by the borrower at the end of such period and may be issued for a further period provided that there is no demand for the material at the time. If such material is not returned at the end of the period for which it has been issued the student is liable to a fine of R2.00 in respect of every two hours or part thereof the material is overdue, provided that when such a fine reaches a total of R20.00, the student incurs the additional penalty of suspension from the use of the Library.

4.3 The replacement cost of any Short Loan material shall be debited to the borrower’s account if the borrower fails to return the material within 3 days of the due time. In the event that
5.3.4 External borrowers are entitled to borrow books for a period not exceeding two weeks and are subject to the same provisions as in LB.6, 7 and 8 below.

**LB.6 Borrowing Library Material**

6.1 No borrower shall remove any material from the Library until the transaction has been duly recorded by the Library staff. No material shall be issued on loan during the last ten minutes of a Library session.

6.2 The maximum number of individual items that may be borrowed at the same time is set per borrower category (e.g. Undergraduate, Masters, Doctoral student, etc.) by the
University Librarian or his/her duly authorised representative, with due regard to the availability of library material and the information needs of the borrower as determined by the borrower category. 6.3 Academic staff may borrow a maximum of 20 items from the Library for the duration of 90 days, subject to the provisions of Regulation 6.5 below.

6.4 The loan period of an item may be reviewed for a further period at the discretion of the University Librarian or his/her duly authorised representative.

6.5 The University Librarian or his/her duly authorised representative may recall any material borrowed from the library at any time. The item so recalled must be returned on or before the date stipulated by the Librarian.

6.6 No borrower shall lend his/her Identity card to anyone who may loan items in his/her name. No persons shall be relieved of any liability which may be, or may have been, incurred by reason of the misuse or loss of their Identity card. In the event that a borrower ascertains that their card has been lost, he/she shall, as soon as is reasonably possible, report that loss to the Library.

6.7 Anyone borrowing or attempting to borrow material on any borrower’s Identity card other than his/her own commits a breach of Library Rules and Regulations.

6.8 No borrower shall lend any material borrowed from the Library to anyone, nor shall any borrower utilise his/her Identity card to take on loan materials on another’s behalf.

6.9 A borrower shall be held liable for any loss or damage in respect of any material issued to him in his/her name.

6.10 Any borrower may request that material that is out on loan be reserved for him/her and shall be notified when such material becomes available.

LB.7 Return of Library material borrowed

7.1 All material loaned to borrowers shall be returned on or before the due date for return.

7.2 If a borrower does not return such material after he/she has become liable to a maximum fee of R50.00, he/she shall, in addition, be liable for the replacement cost of the material together with an administrative charge of R25.00. Any such borrower shall, as long as he/she has not complied with the provisions of this Regulation after the fine has become due, be suspended from all use of the Library until he/she has done so.

7.3 All material lent to borrowers shall be returned before the end of each academic semester.

7.4 No undergraduate student may keep in his/her possession Library material over the December/January recess.

7.5 Loans to postgraduate students over the December/January recess period may, in exceptional circumstances, be approved by the University Librarian or his/her duly authorised representative provided that written, motivated applications for this privilege are submitted by the student, and supported by the Head of the Academic Department to which the student is attached. It will be required of the Department that it shall refund the Library any losses the Library may incur should the Library be unable to recover from the borrower amounts that may come due because of loss or damage to the material.

7.6 In the event that material is not returned at the end of the academic semester, and no agreement on the extension of the loan exists between the University Librarian or his/her duly authorised representative and the borrower, the material will be deemed to be lost and the replacement cost of the material shall be charged to the borrower’s account. In the event that the material is subsequently returned, the borrower shall be credited with the
replacement cost as charged, but shall remain liable for the maximum fine and such administrative fees as are payable in terms of Library Rules and Regulations.

**LB.8 Overdue Library material**

8.1 Library material borrowed from the Library is overdue after the borrowing period as prescribed by the Library Rules and Regulations has expired.

8.2 The fine for overdue material, except as otherwise stated in these Library Rules and Regulations, is one rand per day for open shelf items, or part thereof subject to a maximum of R50.00 per item. After such maximum is reached the provisions of Regulation 7.2 apply. The fines vary, from R2 a day for 48-hour loan items, to R2 an hour for Short Loan items.

**LB.9 Periodicals**

9.1 Unbound periodicals shall not be lent to borrowers and may not be removed from the Library under any circumstances.

9.2 Bound periodicals may be lent to Academic Staff and postgraduate students for a period not exceeding two weeks, provided that not more than three volumes of bound periodicals may be in the possession of an individual borrower at any one time.

9.3 Current issues of periodicals are made available on the shelves of the periodicals reading room.

9.4 Users shall not remove or borrow unbound periodicals from the periodical reading room.

9.5 Users shall not remove any printed material from the reading area, whether bound or separated into loose pages that they did not personally bring into the area. Possession of loose pages removed from periodicals is an offence, regardless of whether or not the individual in possession of the same was responsible for the removal.

9.6 No user shall be given access to the periodical stacks. The user shall apply at the main issue desk for any periodical held in the stacks. Such periodicals shall be used in the Library and shall be returned by the user to the main desk as soon as he/she has finished using the periodical.

9.7 The Periodical Reading Room shall only be used for the perusal of periodicals.

**LB.10 Inter-Library Loans**

10.1 Inter-Library Loan services are available for staff and postgraduate students.

10.2 Any user who fails to return on or before the due date any material borrowed on the Inter-Library Loan Service shall be suspended from all borrowing privileges until such time as such overdue publication has been returned and fines paid thereof.

10.3 If the use of any publication or other materials is in any way restricted by these Regulations, such restriction shall be made a condition of the loan to the library which borrows such publication from the Library on an Inter-Library Loan and vice versa.

10.4 If application has been made for a periodical article under the Inter-Library Loan system and the lending Library is supplying the Library with a photocopy of the article, the applicant shall not pay for the cost of such photocopy and it shall become his/her property.

10.5 The University Librarian or his/her duly authorised representative reserves the right to set conditions for the recovery of costs associated with the use of the Inter-Library Loans system, whether from individual users or from University Departments. Currently the post recovery charges for a book loan are R20.00.
LB.11 Special Materials
Archival documents, manuscripts, microfilms and microfiches are only available for use in the Library and shall not be removed from the Library.

LB.12 Howard Pim Africana Library of Rare Books
12.1 Library material in the Howard Pim Africana Library shall not be lent out and shall not be removed from this special Library section. Users of archival or manuscript material shall use only pencil while working in the Howard Pim Library but even pencil should not be used in marking library material. All registered library users and accredited visitors shall have access to material, provided that supervision is maintained at all times. Users are not allowed to browse the shelves of Howard Pim Africana Library. The Librarian will assist with any material requested.
12.2 Theses and dissertations may only be consulted in the Library, and may not be borrowed, unless a second copy is available for loan.
12.3 Provision is currently being made for a “Knowledge Commons” for post-graduate students and researchers, which is restricted for use by these library users.
12.4 Unless otherwise permitted by the Librarian, the Library may not be used by undergraduate students for study or group discussion purposes.
ACADEMIC DRESS

The academic dress for officers of the University shall be as follows:

1. CHANCELLOR
   Gown: Black gold with gold silk facings down each side in front and gold silk square collar at the back. The collar and facings are edged with black velvet ribbon and wide gold lace. The gown is edged round the bottom with wide gold lace as is the bottom of each long closed sleeve. The sleeves are trimmed with gold lace bars and gold tassels and with a long vertical band of gold lace. The sleeve openings are edged with gold lace and at the top of each sleeve there is a band of gold embroidery. The gown has a vent at the back for ease of movement and this is also edged with gold lace.
   Cap: Black velvet mortarboard with a gold tassel and gold lace edging.

2. VICE-CHANCELLOR
   Gown: The same as that of the Chancellor, but trimmed with silver lace instead of gold.
   Cap: Black velvet mortarboard with a black tassel and silver lace edging.

3. CHAIRPERSON OF COUNCIL
   Gown: Black silk and has facings of the same material edged with 25 mm gold lace which goes round the yoke of the gown at the back and front. The sleeves are square and of the style worn by Presbyterian Ministers (i.e., they are open right down the front from shoulder to bottom) and are of black silk lined with gold silk.
   Cap: Black velvet mortar board with a black tassel and gold lace edging.

4. DEPUTY VICE-CHANCELLOR
   Gown: Black silk with facings, 150 mm wide down each side in front and a square collar of black velvet at the back. The facings and collar are edged with silver lace 25mm wide and there is a band of the same lace at the bottom of each long closed sleeve. The sleeve openings are edged all round with 10 mm wide silver lace; each sleeve is trimmed with four horizontal bars of black velvet, each 50 mm wide, and each with a 10 mm wide band of silver lace, horizontally through the centre. These bars are placed one above the sleeve opening and three below it.
   Cap: Black velvet mortar board with a black tassel and silver lace edging.

5. COUNCIL MEMBERS
   Gown: Black stuff, undergraduate style, with gold cord loops (150 mm) and two gold buttons on each side of the yoke in front. No caps.

6. REGISTRAR
   Gown: Black Russell Cord with 10cm wide black velvet facings, extended around neck and edge with 25 mm gold lace. Long pointed sleeves caught up with gold cord and the crest of the University.
   Cap: Black velvet mortarboard with gold tassel.
7. OTHER ADMINISTRATIVE OFFICERS

Gown: At Graduation Ceremonies, other Administrative Officers are to wear plain black undergraduate gowns if they are not graduates. Those who are Council member are to wear black gowns, undergraduate style, with gold cord loops (150 mm) and two gold buttons on each side of the yoke in front. No caps.

8. GRADUATES

DOCTORATE

Gown: Undress: The Master’s gown with the yoke completely outlined with gold cord, and with a gold cord and button on the yoke of the gown at the back.

Gown: Full dress: Oxford Doctorate pattern, black silk faced, down each side in front, with gold silk 150 mm wide edged with silk of the colour distinctive of the degree, 25 mm wide, sleeves faced with gold silk.

Hood: Full shape

DLitt et Phil, D Theol., LLD, D Ed, D Com, D Sc (Land Surv), D Phil (SW), D Bibl, PhD Science, D Admin, PhD Agric: Silk of the colour distinctive of the degree, lined with gold and piped with twisted black and gold cord.

Degree colours are:
- D Litt et Phil: Ultramarine blue (148)
- Th: Violet (179)
- LLD: Cardinal red (186)
- D Ed: Old rose (157)
- D Com: Rust brown (58)
- D Phil (SW): Kingfisher blue (164)
- Bibl: Pale blue (84)
- PhD Science: Silver grey (153)
- Admin: Rose beige (18)
- PhD Agric: Emerald green (213)

Cap: Undress: As for Masters

Cap: Full dress: Black velvet mortar board with gold tassel

MASTERS

Gown: Oxford MA shape, black stuff or silk and with a small gold button and horizontal gold cord on both sides of the yoke in front.

Hood: Full shape, black silk lined with gold silk and faced, inside the cowl, with the colour used for the corresponding Bachelor’s degree, 75 mm wide (M Cur 7.5 mm wide white band on the inner side of the ruby)

Cap: Black cloth mortar board with mixed black-gold tassel.

Master in Social Policy and Development

Gown: As for Master of Social Sciences

Hood: Ruby Colour

Cap: As for Master of Social Sciences
M Soc Sc (Development Studies)
Gown: As for Masters of Social Sciences
Hood: Full shape black polyester cashmere hood; lined bottle green satin, faced inside
1.5 Rust Brown Polyester Cashmere; 1.5 Saffron polyester cashmere; Neckband
bottle green satin inside and black polyester cashmere outside with a loop.
Cap: As for Master of Social Science

Master in Public Administration
Gown: As for Master of Social Science
Hood: Saffron (gold silk), Rose beige (as for B. Admin) with white lining (band)
Cap: As for Master of Social Science

MA Human Rights
Hood: Full shape black Polyester Cashmere hood, lined saffron satin faced
75mm cardinal red polyester cashmere with silver grey ribbon 5/16” wide
“ext to saffron satin. Neckband cardinal red polyester cashmere inside and
black polyester Cashmere outside.

M Phil Degree in Environmental Studies
Hood: Same as for the M Sc Geography except that a green cord is sewn onto the hem of the
hood.

HONOURS BACHELORS
B Ed (Hons)
Gown: Black stuff, with pointed sleeves, slit from shoulder to wrist, gathered
together at wrist with small gold cord and two buttons.

Hood: Simple shape, black silk faced to a depth of 100mm with gold (54) silk and
bound over the anterior side with silk, 25mm wide inside the anterior side
and 12 mm wide outside, the colour distinctive of the degree, viz: old rose
(157) with an addition down the anterior side of a gold cord 5mm wide.
Cap: Black cloth mortar board with mixed black-gold tassel.

LLB
Gown: As for BA
Hood: Simple shape, black silk lined with gold and bound over the anterior side with
silk, 75 mm wide inside and 12 mm wide outside, of the colour
distinctive of the degree, viz.; LLB Cardinal red (186)
Cap: As for BA
B.HS IN HMS (Hons)
Gown: As for BSc
Hood: Simple shape, black silk faced to depth of 100mm with gold silk bound over the anterior side silk, 25mm wide inside the anterior side and 12 mm wide outside, the color distinctive of the degree. The band will be Gunmetal grey (as per faculty of science) with the inside of the hood being bottle green.

HOOD: ALL 4 year degree
Hood: Simple shape, black silk faced to a depth of 100 mm with gold (54) silk and bound over the anterior side with silk, 25 mm wide inside the anterior side and 12 mm wide outside, of the colour distinctive of the degree, viz:

- B Soc Sc (Social Work) Kingfisher blue (164)
- B Bibl Pale blue (84)

Cap: As for BA

UNDERGRADUATES
BA, B Juris, B Proc, B Theol, B Agric, B Sc, B Com, B Admin
Gown: Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons.

HOOD: ALL 3 year degrees
Hood: Simple shape, black silk faced to a depth of 100 mm with gold (54) silk and bound over the anterior side with silk, 25 mm wide inside the anterior side and 12 mm wide outside, of the colour distinctive of the degree, viz:

- B Agric Apple green 3 year degree
- B HS in HMS Bottle green 3 year degree
- BA Ultramarine blue (148) 3 year degree
- B Th Violet (145) 3 year degree
- B Sc Silver grey (153) 3 year degree
- B Soc Sc (Com) Red (186) 3 year degree
- B Applied Com Red (186) 3 year degree
- B Soc Sc (HRM) Terra Cotta (133) 3 year degree

Cap: Black cloth mortar board with mixed black-gold tassel

B Soc Sc, B Applied (Comm), B Soc Sc (SW), B Bibl, B Soc Sc (HRM)
Gown: Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons

BSc Agric
Gown: Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons
Hood: As for B Agric, but bound with emerald green (213) silk, 50 mm wide inside and 12 mm wide outside.
Cap: As for BA
**B Ed**

**Gown:** Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons

**Hood:** Simple shape, black silk faced to a depth of 100mm with gold (54) silk and bound over the anterior side with silk, 50mm wide inside the anterior side and 12.5mm wide outside, of the colour distinctive of the degree, viz: old rose (157).

**Cap:** Black cloth mortar board with mixed black-gold tassel.

**BA (Fine Arts)**

**Gown:** Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons

**Hood:** Simple shape, black faced to a depth of 100 mm with gold (54) silk and bound over the anterior side with silk, 25 mm wide inside the anterior side and 12.5 mm wide outside, with a 25 mm wide band of the colour distinctive of the degree viz.: BA (Fine Arts) White 4 year degree

**Cap:** As for BA

**B Cur**

**Gown:** Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons

**Hood:** As for BA but bound over the anterior side with ruby silk 50 mm wide and 12.5 mm wide outside and with a white band 7.5 mm wide inside the 50 mm ruby silk.

**Cap:** As for BA

**POST GRADUATE DIPLOMA/CERTIFICATES**

**Post Graduate Diploma in Human Rights**

**Hood:** Simple shape Black. Polyester Cashmere hood edged 1’ Inside anti l” outside Cardinal Red Polyester Cashmere faced 4”Saffron Ribbon. Braided Silver Grey Cord and Cardinal Red Cord.

**Post Graduate Diploma in Higher Education Teaching**

**Hood:** Full shape black Polyester Cashmere hood, lined saffron satin and faced 75mm Old Rose Polyester Cashmere with a band 7.5mm wide Black Ribbon next to Saffron Satin. Neckband Old Rose Polyester Cashmere inside and black Polyester Cashmere outside.

**Post Graduate Diploma in Archives and Records Management**

**Hood:** Full shape black polyester cashmere hood, lined saffron satin and faced 75mm pale blue polyester cashmere with a band 7.5mm wide black ribbon to saffron satin. Neckband pale blue polyester cashmere inside and polyester cashmere outside. Braided silver grey and pale blue cords.
PGCE
Gown: stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons
Hood: Simple shape, black silk faced to a depth of 100mm with gold (54) silk and bound over the anterior side with silk, 150 mm wide inside the anterior side and 40mm wide outside, of the colour distinctive of the degree, viz old rose (157)
Cap: No cap

Advanced Certificate in Education
Gown: Black stuff, with pointed sleeves, slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons.
Hood: Simple shape, black silk faced to a depth of 100mm with gold (54) silk and bound over the anterior side with silk, 150 mm wide inside the anterior side and 40mm wide outside, of the colour distinctive of the degree, viz: old rose (157)
Cap: No cap

National Profession Diplomas in Education
Gown: Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons
Hood: Simple shape, black silk faced to a depth of 100mm with gold (54) silk and bound over the anterior side with silk, 45mm wide inside the anterior side and 12.5mm wide outside, of the colour distinctive of the degree, viz: old rose (157)
Cap: No cap

Advanced Certificate in the Clinical Management of HIV & AIDS
Gown: Black stuff, with pointed sleeves, slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons.
Hood: Black bounded with red and maroon, with yellow and white inside.
FEES PAYABLE TO THE UNIVERSITY

Direct Deposit or internet payments can be made into the following account:

Bank: Standard Bank
Branch: Alice
Branch Code: 05 01 19
Account Name: University of Fort Hare
Account Number: 28 210 1357
Reference: Student Number

CORRESPONDENCE FOR FEES: MANAGER: FINANCIAL AID, BURSARIES AND STUDENTS ACCOUNTS

All correspondence on fees should be addressed to the Manager: Financial Aid, Bursaries and Student Accounts. Please quote your student number/admission number in all correspondence.

Contact Details:

Student Accounts: +27 (0) 40 602 2282
+27 (0) 40 602 2351
+27 (0) 40 602 2405 (Fax)
+27 (0) 86 628 2979 (Fax to email)
+27 (0) 43 704 7158
+27 (0) 86 628 2151 (Fax to email)

Financial Aid and Bursaries: +27 (0) 40 602 2399
+27 (0) 86 625 3479 (Fax)
+27 (0) 40 602 2524
+27 (0) 86 241 6327 (Fax)
+27 (0) 43 704 7311
+27 (0) 86 627 6727 (Fax)
+27 (0) 43 704 7108
+27 (0) 86 758 6233 (Fax)

Email:
Accounts and Fees: fees@ufh.ac.za
Financial Aid: finaid@ufh.ac.za

Cashier Hours:
Monday to Thursday: 08h30 to 13h00 & 14h00 to 15h30 Friday:
08h30 to 13h00
F.1 FEES

Fees are determined by the University Council each year and are subject to revision without notice. Students with outstanding balances on their fees accounts:

- will not be permitted to graduate
- will not receive examination results
- will not receive an academic transcript
- will not be permitted to re-register
- will not be permitted to write examinations
- will not be allowed into residences
- will be charged interest on outstanding accounts
- will be handed over to a debt collection agency for collection

1.1 Application Fee – Admission

(a) Non-refundable application fee to accompany all applications for admission by new students payable on or before the 31 August 2019 for 2020: R120.00

(b) Non-refundable application fee to accompany all late applications for admission by new students after 31 August 2019 for any undersubscribed qualifications, as informed by the faculties: R300.00

1.2 Application Fee – Residence

(a) Non-refundable application fee to accompany all applications for accommodation by new students payable on or before the 31 August 2019 for 2020: R120.00

(b) Acceptance of accommodation payable before the 31st December 2019 for 2020: R1000.00

Failure to pay the above amount of R1 000.00 by the due date will result in the residence place being reallocated to other students. The amount paid will be credited to the students account.

1.3 Minimum Initial Payment (MIP)

(a) Before any student is permitted to register at the University, the University requires such a student to make a Minimum Initial Payment (MIP) towards tuition of: R3 500.00

(b) Before any student is permitted to occupy a residence, the University requires such a student to make a Minimum Initial Payment of: R1 000.00.

(c) All residence students are required to pay an Indemnity Fee of R500.00.

1.4 Registration Fees

Upon registering all students will be charged the following:
1.5 Settlement of outstanding accounts

Detailed statements will be sent out to all students from March onwards. The University does not accept responsibility for incorrect addresses or postal service deficiencies resulting in statements of account not being received. It is the responsibility of the student to make enquiries should he/she not receive any statement of account. The fact that no statement has been received will not be accepted as a reason for failure to settle outstanding fees owing to the University by the due date.

The balance owing after the payment of the minimal initial payment (MIP) must be settled as follows:

- (a) By the end of the first quarter (lectures end)..........30%
- (b) By the end of the second quarter (lectures end)......60%
- (c) By the end of the third quarter (lectures end).........100%

Failure to comply with the above will result in the University implementing the sanctions as outlined above.

1.6 Discounts

1.6.1 Early Settlement Discounts

The following discounts are applicable for all students:

- (a) Settlement of 100% of all fees during registration 10%
- (b) Settlement of 75% of all fees during registration 5%

1.6.2 Second Child Discounts

A discount is granted on tuition fees only for every additional child registered at the University.

A discount for every additional child registered .......................10%

1.6.3 Academic Performance Incentives

In order to attract, reward and retain top performing students the University offers following incentives on tuition to such students:

1.6.3.1 New Undergraduates

- (a) 34 to 38 Merit points.................................R 3 500.00
(b) 39 to 42 Merit points……………………………………...R 4 500.00
(c) 43 to 47 Merit points……………………………………...R 5 500.00
(d) 48 to 100 Swedish points........................................Full tuition

<table>
<thead>
<tr>
<th>Points</th>
<th>% Obtained in Grade 12</th>
</tr>
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<tbody>
<tr>
<td>8</td>
<td>90% +</td>
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<tr>
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<tr>
<td>6</td>
<td>70% to 79%</td>
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<td>5</td>
<td>60% to 69%</td>
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<tr>
<td>4</td>
<td>50% to 59%</td>
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<tr>
<td>3</td>
<td>40% to 49%</td>
</tr>
<tr>
<td>0</td>
<td>30% to 39%</td>
</tr>
</tbody>
</table>

In order for a first year student to qualify for the above award, they need to meet the following criteria:

(a) Must have obtained the minimum as stated above.
(b) Must have matriculated not more than 5 years prior to registration.
(c) Must be a South African Citizen
(d) May be a non-South African citizen who pays for their own fees.
(e) Must be studying full time
(f) Must submit a certified copy of their matric results to the Student Accounts department before the 31 March each year

**NB:** Only the top six results are taken into consideration for the above mentioned award.

**1.6.3.2 Current Returning Undergraduates**

(a) 75 to 80 - 50%
(b) 81 to 84 - 55%
(c) 85 to 89 - 60%
(d) 90 + - 100%

In order to qualify for the above incentives a student will have to register for at least 100 credits on a full time basis or 50 credits on a part time basis for the full academic year.

In order for a student to qualify for the above award, they need to meet the following criteria:

- Must be a South African citizen
- May be a non-South African citizen who pays for their own fees
- Must obtain an average of 70% and above for all subjects
- Must have passed all their modules and should therefore have not failed a single module with a minimum of 100 credits registered in the previous academic year
- The award is purely for students doing their first undergraduate qualification. No post graduate qualifications will be considered. This includes PGDip Acc, PGCE and LLB Post Graduate Stream.
- The fee waiver is only awarded to returning students based on their previous year’s results.
- Should a student skip a year or return after a period of longer than a year, then that
student will be required to submit a motivation in order to be considered for a fee incentive.

All qualifying students who meet the said criteria as stated above will receive the incentive in the form of a cash and these funds will be paid out directly to the qualifying students.

1.7 Method of Payment

1.7.1 Payment via M65

The preferred method of payment is via the M65 form which is obtainable at any branch of Standard Bank or from the cashiers’ office at the University’s campuses. In order to ensure prompt credit of payment students are encouraged to use this method of payment and ensure that their student number is reflected on the deposit slip.

1.7.2 Cheques

Only Bank guaranteed cheques will be accepted by the cashier. Post-dated cheques will not be accepted. A R150.00 administration fee will be charged on all unpaid cheques and this amount will be debited to the student’s fees account. In addition to this the students account will be flagged not to receipt cheques in future and the drawer will be required to make an alternative payment within 7 days of being notified of the cheque being unpaid.

1.7.3 Direct deposits/internet payments

Direct deposits/internet payments can be made into the University’s bank account at Standard Bank, Alice, Branch Code 050119; Account Number 28 210 1357. The student number must be used as the reference when using this method of payment.

1.7.4 Debit and credit card payments

Debit and credit card payments for student fees are accepted and payments can be made via the cashier’s office by the card holder.

1.7.5 International payments

Where payment is being made for students from outside the rand currency area, payment must be made by telegraphic transfer into the University’s bank account at Standard Bank, Alice; Branch Code 050119; Account Number: 28 210 1357 swift address, SBZAZAJI.

To avoid the possibility of a payment not being timeously credited to the correct student fee account, it is essential that the student name and student number are entered on the deposit slip/telegraphic transfer. Please fax a copy of the deposit
slip/transfer to the Fees Office, University of Fort Hare (040) 653 1789.

1.7.6 **Debit Orders**

The University no longer offers a Debit order payments system. You are however advised to see the HOD: Student Accounts should you wish to make a monthly payment arrangement to settle your fees before the 31st January 2020.

1.8 **Outstanding Fees**

1.8.1 A student may not renew his/her registration unless his/her fees for the preceding year, or years have been paid in full.

1.8.2 Returning students who have been offered a place in residence will have their places cancelled on the 31st January, 2020 if outstanding fees are not paid by 19th January, 2020.

1.8.3 Students who have outstanding fees, fines, interest or dues will not be awarded degrees or diplomas in May if any amount is outstanding by the 1st March, 2020.

1.8.4 A student whose fees are not paid by the due date, and who has not produced evidence of receipt of bursary/scholarship/loan will be excluded from attendance at classes or from a residence unless arrangements have been made with the Student Accounts Manager.
1.7.1 A student must check his/her fee account on a regular basis. This is especially important prior to year-end. Various charges may be debited to fee accounts if the student has not settled in full. Student may access their accounts via Student-On-Line.

1.7.2 No examination results will be released until all fees have been paid. A student or a past student will not be issued with a transcript of his/her results until all fees have been paid. A student will not be entitled to graduate or to receive a diploma or certificate unless all fees have been paid.

1.7.3 Where a student has prior outstanding fees, payments received will be allocated to clear unpaid interest first, followed by the oldest debt.

1.7.4 Where a student has been appointed by the University to work as a tutor or any other work, 60% of such remuneration will go towards the student account until such time that the account is settled in full.

1.8 **Credit Balances**

1.8.1 All fees due to the University are a first charge on any scholarship, bursary or loan granted by the University or paid to the University from other sources for the benefit of the student. If the total bursary/scholarship exceeds fees due, the balance may be drawn by the student after July 31st if the University has received payment of the bursary, and if this is part of the sponsorship agreement. Sponsors are required to provide written authorisation for refunds of credit balances to students.

1.8.2 A student to whom an advance is to be made, or to whom residual funds are to be disbursed is required to furnish the Fees offices with details of a valid bank account to which the monies owing would be paid through electronic transfer. Unless bank details are supplied as requested, any bank charges incurred for drawing cheques will be debited to the student’s fee account. The University furthermore does not take responsibility for incorrect banking details being supplied or errors that may occur when effecting such electronic payments.

1.8.3 A period of 14 days from the day on which a payment is credited to a student account shall elapse before any refund is affected to a student.

1.8.4 Student identity cards must be produced to the Fees office and cashiers office when withdrawals or refunds from fee accounts are requested.

1.8.5 Any case which is not provided for in these rules will be subject to the ruling of Council.

1.8.6 Credits resulting from fee waivers shall not be refunded to students.
CANCELLATIONS, WITHDRAWALS AND REMISSIONS

2.1 Cancellation of Registration

2.1.1 Students wishing to cancel their registration must do so in writing by completing the “Registration Cancellation Form” and submitting it to the Manager: Student Administration in person or by registered mail.

2.1.2 A reduction on the tuition and residence fees may be considered in special circumstances depending on whether the notice of intention to discontinue studies is received

   i. Within 1 (one) month of the final date of registration, 50% reduction on first semester fees and 100% reduction on second semester fees.
   ii. After 1 (one) month of the final date of registration, no reduction on first semester fees and 100% reduction on second semester fees.
   iii. One week after commencement of second semester (third term) 50% reduction in second semester fees.
   iv. After one week after commencement of second semester, no reduction.

2.1.3 A student whose registration has been cancelled as a result of disciplinary measures taken against him/her, will not qualify for any reduction in fees.

2.1.4 No reduction in fees will be considered for students who are charged the composite fee for any degree if they cancel individual courses or modules without cancellation of registration.

2.2 Withdrawal from individual courses

2.2.1 When students withdraw from individual courses of a minimum duration of one semester, any fee reduction is dependent upon the date of withdrawal.

2.2.2 Where applicable, if notice to withdraw from a course is received before:

   (a) First Semester courses:

      Two weeks after commencement of first term lectures - 100% reduction
      Two weeks after commencement of second term lectures - 50% reduction

   (b) Second Semester courses:

      Two weeks after commencement of third term lectures - 100% reduction

NB: No reduction will be granted if the notice to withdraw is received after the second week of the third term.

2.3 Withdrawal from residence

2.3.1 When a student withdraws from residence, he/she will be charged on a pro rata basis
for the duration of occupation. The period will be based on the payment term, namely 9 months and not actual occupation.

2.4 Remissions

2.4.1 A full time student who is prevented by serious illness or by any other reason acceptable to the University from completing his/her studies, and leaves the University and residence after reporting to the Dean of Students and the Manager: Student Administration, in writing, may be given pro-rata remission of fees for residence and tuition.

2.4.2 A part time student who is prevented by serious illness or by any other reason acceptable to the University from completing his/her studies, and has informed the Manager: Student Administration, in writing, may be given pro-rata remission of fees for residence and tuition.

F.3 SURCHARGES ON ACADEMIC FEES

3.1 Subsidy income is based on a number of factors one of which is our teaching output. This means that the University earns subsidy on the number of students that graduate each year and hence there is an expectation that students graduate within a specified time limit.

3.2 A student will be allowed an additional two years’ study beyond the normal degree duration for a bachelor’s degree without a late stayer penalty being imposed, e.g. 5 years for a 3-year degree.

3.3 Where a student registers for a specific degree beyond a specific time limit, the fee will be increased by 50% in the additional year provided that the student has not been excluded on academic grounds.

3.4 In the case of a student changing registration for a different bachelor degree without first graduating in the previous bachelor degree, the years spent studying for both degrees will be accumulated towards the time allowed for the current degree, for the penalty surcharge purposes.

F.4 OTHER FEES

In addition to the tuition, residence and other fees outlined above, registered students are also required to pay the following fees:

(a) Supplementary Examination Fee R 400.00
(b) Aegrotat Fee R 700.00
(c) Late submission of matric certificate R 200.00
(d) Scrutinizing of scripts R 400.00
(e) Remarking of scripts R 400.00
(f) Exemption per course R 400.00
(g) Replacement of Graduation Certificate R 400.00
(h) Re-issue of Proof of Registration R 20.00
(i) International Levy - non SADC students R 3500
(j) International Levy - SADC students R 1500

F.5 FINANCIAL AID

5.1 The University currently offers financial aid to South African citizens who are financially needy and who show academic potential.

5.2 Students are required to apply annually for financial aid and any aid granted is granted for one academic year only.

5.3 Funding for such financial aid is made through the National Student Financial Aid Scheme (NSFAS) and hence the size of any award is determined according to the NSFAS means test. It is important to note that credit cheques will be done on all applications to ensure that the information submitted to the Financial Aid Office is true and correct.

5.4 The closing date for application for financial aid is the 30th November 2019 for new students and returning students. Students are required to apply on-line at www.nsfas.org.za or collect a manual form at the Financial Aid Office at the University of Fort Hare.

5.5 The value of the NSFAS award will only be credited to the student's fee account in the third term, once all bursaries have been awarded and paid into the student's account. This is to ensure that the loans granted are as low as possible.

5.6 Students receiving NSFAS loans will be required to complete an application form and a loan agreement before any payment will be effected.

5.7 The allocation received from NSFAS is limited and hence the Financial Aid Committee of the University, who makes financial aid awards, must ensure that as many students are supported as possible while at the same time taking into account financial need. Students are therefore advised that registering on the basis of receiving a full loan from NSFAS should not be considered and that a family contribution as determined by the Means Test may be required.

- It is also important to note that there are various different kinds of funding made available each year through NSFAS. Below are just a few categories that are made available each year:

- **NSFAS Department of Education General Loan Funding**: This category covers any undergraduate degree or diploma that is offered by the University

- **NSFAS Department of Education Teacher (Ring fenced) Loan Funding**: This category only cover student who wish to pursue a Bachelor Degrees in Education or a Post Graduate Certificate in Education.
**NSFAS Department of Education Disability Bursary**: Covers students who are disabled. Please note that this category covers various disabilities and you are therefore encouraged to contact the Financial Aid and Bursaries Department for further information pertaining to this category.

**NSFAS Natskills for Scarce Skills**: This category funds students who wish to study a degree in the following fields of study: a Bachelor of Commerce majoring in either Accounting, Business Management, Economics, Financial Accounting, Auditing and Information Systems, a Bachelor of Science Degree majoring in either Computer Science, Mathematics, Physics, Chemistry, Statistics or Geographical Information Systems or Bachelor of Agriculture.

**NSFAS Natskills for Initial Teacher Funding**: category only cover student who wish to pursue a Bachelor Degrees in Education or a Post Graduate Certificate in Education.

**EC Premiers Loan Fund**: These category funds students who wish to study a degree in the following fields of study: a Bachelor of Commerce majoring in Accounting, Business Management, Economics, Financial Accounting, Auditing and Information Systems, a Bachelor of Science Degree majoring in Computer Science, Mathematics, Physics, Chemistry, Statistics or Geographical Information Systems or Bachelor of Agriculture.

**NSFAS Funza Lushaka Bursary**: category only cover student who wish to pursue a Bachelor Degrees in Education or a Post Graduate Certificate in Education. For more information on this bursary please visit the following website: www.funzalushaka.gov.za

**NSFAS National Department of Social Development**: This category only cover student who wish to pursue a Bachelor Degrees in Social Work. In order for you to qualify for this bursary you need to apply at your nearest Provincial Department of Social Development.

**NSFAS Final Year Donor Funding**: this category only covers students who are in their Final Year of Study of their Degree or Diploma as well as a Post Graduate Certificate in Education. Please note that you may only receive this award for one full academic year.

The above are just a few examples of the different kinds of funding that are on offer at the University of Fort Hare. For further information pertaining to Financial Assistance and Bursaries, please feel free to contact the Financial Aid and Bursaries Department at the University of Fort Hare.
LIABILITY OF STUDENTS

Students who are admitted to the University and sign a registration form and undertaking therein will not be registered unless their financial obligations as set out in the fees schedule or in the prospectus have been complied with.

A student who has signed the registration form and undertaking therein is personally liable for the payment of all fees. Where such a student is assisted by a parent/guardian, then such an individual will be jointly and severally liable for all fees.

Student who has signed the registration form and undertaking therein and is assisted by a third party for payment of university fees, has the obligation to ensure that the said third party complies with the payment regulations of the University.

TUITION AND RESIDENCE FEES

Council determines tuition and residence fees each year. At the time of going to press the planned date for approval of the 2020 academic year fees is December 2019. The approval fees will be published after the Council meeting at which they are approved.
INTERNATIONAL STUDENT POLICY

1. The main aim of the international student policy is to contribute towards the overall mission of the University through co-operative and collaborative academic and student exchange and other educational programme agreements, in order to achieve a culturally diverse university community, and to offer high quality education of international standards.

2. The University of Fort Hare already has active agreements in the form academic and student exchange programmes, Study Abroad Programs, Semester Abroad, around the world but with a particular focus of research and project collaboration in Africa. Partnership that involves degree seeking students are also key priority areas.

3. The University wishes to incrementally attract more international students, and more particularly postgraduate students, in selected, targeted areas.

4. Prospective international students may, therefore, contact the University’s Admissions Office in the Registrar’s Division, Institutional Advancement Office or the Office for International Affairs for up to date information on the programmes where international applications are currently invited.

The University is now fully affiliated to the International Education Association of South Africa (IEASA), and is participating fully in its programmes on Internationalisation. These programmes include the educational policy derivatives brought about by the agenda of the African Union, NEPAD, and Globalisation challenges in cross border education provision in general.

5. To keep abreast of modern Information Technology and communication trends, the University, through its Office for International Affairs, is affiliated to the Universities and Technikons Association (UNITECH).

6. To promote quality of service to International Students, the University, through its Office for International Affairs, is also affiliated to the National Association of Student Development Practitioners (NASDEV).

7. **Study permits**

   Students require study permits, and it is the responsibility of prospective students to apply for these in adequate time from the relevant South African mission, including medical coverage from a South African recognised and registered health service provider, in compliance with the Immigration Act. First time study permits should be applied for from the Embassy or High Commission within the country of origin.
7.1 Study permit renewal

All applications for extension of a study permit should be submitted at least 30 days before the expiry date. Failure to do so, will mean that one will have to satisfy the Director General that there was good cause for the delay, in order to have the late application accepted. The UFH Office for International Affairs provides document assistance with the application of renewal of study permits. In order to extend the study permit one will need to prepare and submit the following the Department of Home Affairs:

(i) A valid Passport (valid for at least more than the required extension period);
(ii) Completed Home Affairs application form BI 1739;
(iii) Application fee of R425.00 payable in cash to Home Affairs Department;
(iv) Proof of sufficient financial means to cover tuition fees, subsistence and incidental costs (in the form of a Bursary or bank statement from guardian/parent, with a letter of endorsement and identity document copy/passport);
(v) Police clearance certificate less than six months old (anyone 18 years or older);
(vi) Medical and radiological reports less than six months old (forms available from the Office for International Affairs, or any Home Affairs office);
(vii) Official letter from the Office for International Affairs, confirming registration and course duration;
(viii) Proof of medical coverage that is registered and recognised in South Africa; forms are obtainable at the Office for International Affairs
(ix) Proof of repatriation undertaking or, in the case of African countries only, proof that the person’s country has signed a written agreement to pay costs of deportation should it become necessary;
(x) Accommodation (copy of lease arrangement, letter from the landlord, etc, if not residing in the institutions residence).
(xi) Payment of the repatriation fee of R500.00 is compulsory for all international students.
(xii) Repatriation fee is paid at the Embassy upon application of 1st time study permits – receipt should be safely kept for future renewals. Home Affairs charges those without receipts. Amount is dependent on country of passport or original residence as per cost of travel.

No international student will be registered without a valid study permit.

7.2 Additional information for postgraduate studies

A postgraduate student must submit original academic transcripts covering all periods of registration at every university they have attended.

Any documentation not in English must be translated and sworn as accurate by an authorized translator. Such a student may be required to have his/her qualification evaluated by:

The Human Sciences Research Council, Evaluation Department, Private Bag X 41, Pretoria
The nearest Home Affairs offices are in King William’s Town and East London.

Medical report from a General Practitioner with regards to an applicant’s general state of health and a radiological report certifying that the applicant does not have active signs of pulmonary TB, must be attached to the BI 1739 Home Affairs form. Proof of registration and payment to a South African medical insurance accredited company that has approved student medical insurance plans, must be provided, before signing by the authorized Office for International Affairs representative.

8. **The Learning Advancement Unit** offers relevant, quality-driven, needs-based and effective academic support to the UFH community through the implementation of academic support programmes such as Supplemental Instruction (SI), Language and Writing Advancement Programme (LWAP) and Peer Assisted Student Services (PASS) on the Alice and East London Campuses. This unit also plays a co-ordinating role in the National Benchmark Tests (formerly known as Placement and Access Tests) and the facilitation of basic tutor training at UFH. The unit strives to:

- improve student academic performance through the development and implementation of an integrated, multi-pronged student academic advancement system in order to fully develop students’ potential;

- create an effective platform for ongoing dialogue between academic staff and students on teaching and learning;

- increasingly find ways and means through which the student voice can be heard on matters pertaining to effective learning and qualities of environments that support such learning;

- create measures that advance student learning development in a multi-lingual environment and the acquisition of academic literacy at all levels; and

- encourage peer collaborative learning in a variety of contexts.

8.1 **Language competency – National Benchmark Test (NBT)**

In addition to the normal academic competency requirements pertaining to courses and programmes, all prospective international students will be required to write the National Benchmark Test (NBT) for Academic and Quantitative Literacy (AQL) prior to admission and registration. Contact the Student Administration or relevant Faculty Manager for further details.

8.2 **National Benchmark Test (NBT) Fee**

Prospective students taking the test need to pay a non-refundable fee, payable into the National Benchmark Test account at easypay paypoints. NBT test registration is mandatory on the NBT website, [http://www.nbt.ac.za](http://www.nbt.ac.za), prior to writing. The student’s NBT registration number must be used as a reference for payment. Proof of payment must be produced when the prospective student presents her/himself to write the NBT. Test fees are dependent on tests registered for (Contact Student Administration
9. **English Foreign Language Requirement (EFL)**

University of Fort Hare degrees are taught in and examined in English, thus to be able to succeed in studies a student must be able to communicate effectively in English. International students are generally required to have an English language qualification before they are accepted. International students are, therefore, expected to have achieved the following minimum standards:

- TOEFL: minimum score of 560 with a TWE written of 4 or Computer-Based TOEFL 220 or
- IELTS: a minimum score of 6.0 with no individual component score lower than 5.5, or
- Cambridge Advance or Cambridge Proficiency.

10. **Tuition Fees**

A three-tier fee structure pertains to international students as follows:

10.1. Students from Southern African Development Community (SADC) countries pay the same tuition fees as South African students.

10.2. Students from the rest of Africa, outside the SADC region, pay tuition fees that enable the University to cover the subsidy that is normally paid per student by the South African Government:

<table>
<thead>
<tr>
<th>CESM</th>
<th>Undergraduate</th>
<th>Honours</th>
<th>Masters</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>Fees + levy of R6 500</td>
<td>Fees + levy of R6 500 x 2</td>
<td>Fees x 3</td>
<td>Fees x 4</td>
</tr>
<tr>
<td>Category 2</td>
<td>Fees + levy of R9 750</td>
<td>Fees + levy of R9 750 x 2</td>
<td>Fees x 3</td>
<td>Fees x 4</td>
</tr>
<tr>
<td>Category 3</td>
<td>Fees + levy of R16 250</td>
<td>Fees + levy of R16 250 x 2</td>
<td>Fees x 3</td>
<td>Fees x 4</td>
</tr>
<tr>
<td>Category 4</td>
<td>Fees + levy of R22 750</td>
<td>Fees + levy of R22 750 x 2</td>
<td>Fees x 3</td>
<td>Fees x 4</td>
</tr>
</tbody>
</table>

10.1 Students from outside of Africa, pay tuition fees that enable the University to cover the normal Government subsidy plus 50%:

<table>
<thead>
<tr>
<th>CESM</th>
<th>Undergraduate</th>
<th>Honours</th>
<th>Masters</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>Fees + levy of R9 750</td>
<td>Fees + levy of R6 500 x 2</td>
<td>Fees + levy of R6 500 X 3</td>
<td>Fees + levy of R6 500 X 4</td>
</tr>
<tr>
<td>Category 2</td>
<td>Fees + levy of R14 265</td>
<td>Fees + levy of R6 500 x 2</td>
<td>Fees + levy of R6 500 X 3</td>
<td>Fees + levy of R6 500 X 4</td>
</tr>
<tr>
<td>Category 3</td>
<td>Fees + levy of R24 375</td>
<td>Fees + levy of R6 500 x 2</td>
<td>Fees + levy of R6 500 X 3</td>
<td>Fees + levy of R6 500 X 4</td>
</tr>
<tr>
<td>Category 4</td>
<td>Fees + levy of R35 750</td>
<td>Fees + levy of R6 500 x 2</td>
<td>Fees + levy of R6 500 x 3</td>
<td>Fees + levy of R6 500 x 4</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
<td>--------------------------</td>
<td>-------------------------</td>
<td>------------------------</td>
</tr>
</tbody>
</table>

All full degree seeking international students have to pay an international student levy of R1500 for SADC students and R3500 for non-SADC students.

11. **Accommodation**  
The University has its own residences in its campuses. However, students may arrange for their own accommodation with local landlords in the rural town of Alice, King Williams Town and the city of East London.

12. **Safety Health and Environment**  
Apart from the state community services (police service), and public health facilities (local clinics and hospitals), the University runs its own protection services and its own Health Centre at affordable costs.

13. **Recreational, Counselling and spiritual services**  
The University department of sport conducts various sporting codes for students which are affiliated to the national body, the South African Students (SASSU). Student Counselling Services offers professional advice services to students. As a democratic country, South Africa subscribes fully to freedom of worship.

**CONTACT DETAILS**

Alice Campus:  
Telephone: +27 (0) 40 602 2244; +27 (0) 40 602 2244  
Facsimile: +27 (0) 86 628 2383; +27 (0) 86 628 2635

East London Campus:  
Telephone: +27 (0) 43 704 7325; +27 (0) 43 704 7348  
Facsimile: +27 (0) 86 628 2383; +27 (0) 86 628 2635

Electronic Mail:  *ckukubo@ufh.ac.za*  
Website address: www.ufh.ac.za/international/
ACADEMIC ADMISSIONS REQUIREMENTS

NATIONAL SENIOR CERTIFICATE

The admission requirement, as is reflected in the Admissions Policy, should be read in conjunction with the General Rules for all undergraduate qualifications, the Senate Discretionary Exemption Policy and the Recognition of Prior Learning Policy.

All applicants who meet the minimum requirements and who submit an application during the appropriate application period are considered for admission regardless of race, gender, religion, national origin, challenge and age.

APPLICATIONS

1. All applications for admission are subject to the selection process.

2. Applicants must comply with the general admission requirements and any other specific requirements as prescribed by the Faculty.

3. A candidate may be expected to attend an interview, undergo a selection test and/or make a written presentation to the relevant head of department.

Minimum Entry Requirements

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 4 (Adequate achievement, 50-59%) or better in four subjects chosen from the recognized 20-credit NSC subjects known as the ‘designated subject list.

- The table below explains how well you will need to do in your school subjects to meet the minimum entry requirements for each qualification.
- It is important to note that the table refers to minimum entry requirements.
- The university may add additional requirements for specific qualification programmes.

<table>
<thead>
<tr>
<th>QUALIFICATION</th>
<th>MINIMUM STATUTORY ENTRY REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree</td>
<td>Pass NSC with: An achievement rating of 4 (50-59%) or better in four subjects from the designated list, together with any other university requirements.</td>
</tr>
</tbody>
</table>
DESIGNATED SUBJECTS

- Applicants who wish to enroll for a degree programme need to ensure that four of their seven subjects are from the designated list.
- The list already includes three of the four compulsory subjects for obtaining the NSC, namely, Languages, Maths or Maths Literacy.
- A learner must then select one or more subjects from the list below, provided that they are not from the same group in order to apply for a degree programme.

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Sciences</td>
<td>Life Sciences</td>
</tr>
<tr>
<td>Business Studies</td>
<td>Mathematics or Mathematical Literacy</td>
</tr>
<tr>
<td>Dramatic Arts</td>
<td>Music</td>
</tr>
<tr>
<td>Economics</td>
<td>Physical Sciences</td>
</tr>
<tr>
<td>Engineering Graphics and Design</td>
<td>Religion Studies</td>
</tr>
<tr>
<td>Geography</td>
<td>Visual Arts</td>
</tr>
<tr>
<td>History</td>
<td>Consumer Studies</td>
</tr>
<tr>
<td>Information Technology</td>
<td></td>
</tr>
</tbody>
</table>

HOW TO CALCULATE YOUR ADMISSION POINT SCORE (APS)

- The APS system allocates point values to the levels of achievement obtained for your matric subjects.
- Write down your relevant NSC subjects and the levels obtained.
- Allocate points according to the table below.
- Add up the number of points you have to calculate you’re APS.

Table: NSC Levels - School Performance Score (SPS)

<table>
<thead>
<tr>
<th>NSC</th>
<th>NSC %</th>
<th>APS</th>
<th>APS Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>90 -100 %</td>
<td>8</td>
<td>90 -100 %</td>
</tr>
<tr>
<td>7</td>
<td>80 -100 %</td>
<td>7</td>
<td>80 -89 %</td>
</tr>
<tr>
<td>6</td>
<td>70 -79 %</td>
<td>6</td>
<td>70 -79 %</td>
</tr>
<tr>
<td>5</td>
<td>60 -69 %</td>
<td>5</td>
<td>60 -69 %</td>
</tr>
<tr>
<td>4</td>
<td>50 -59 %</td>
<td>4</td>
<td>50 -59 %</td>
</tr>
</tbody>
</table>
### Example 1

In order to register for the Bachelor of Commerce in Accounting, the admission APS requirement is 28 excluding LO, and a level 6 pass in Mathematics and English is a requirement.

<table>
<thead>
<tr>
<th>SC Subject</th>
<th>NSC %</th>
<th>Level</th>
<th>APS Points allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>65 %</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Xhosa</td>
<td>60 %</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>70 %</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Geography</td>
<td>55 %</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>80 %</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Life Orientation</td>
<td>74 %</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Accounting</td>
<td>71 %</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td><strong>Admission Point Score</strong></td>
<td></td>
<td></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

This student has met the minimum requirements for admission to the Bachelor of Accounting Degree in the Faculty of Management and Commerce at the institution.

**ACADEMIC ADMISSIONS REQUIREMENTS**

**SENIOR CERTIFICATE**

The admission requirement, as is reflected in the Admissions Policy, should be read in conjunction with the General Rules for all undergraduate qualifications, the Senate Discretionary Exemption Policy and the Recognition of Prior Learning Policy.

All applicants who meet the minimum requirements and who submit an application during the appropriate application period are considered for admission regardless of race, gender, religion, national origin, challenge and age.
APPLICATIONS

1. All applications for admission are subject to the selection process.

2. Applicants must comply with the general admission requirements and any other specific requirements as prescribed by the Faculty.

3 A candidate is expected to possess a minimum level of proficiency in the English languages. A pass mark of at least an E symbol on SG level in the English language is considered to be sufficient, although any other proof of proficiency in the English language will also be taken into consideration. A pass mark of at least an F symbol on HG level in the English 1st Language is also considered to be sufficient.

4. All candidates will be expected to write the National Benchmark Test (NBT) prior to being selected for an academic programme.

5. A candidate may be expected to attend an interview, undergo a selection test and/or make a written presentation to the relevant head of department.

A Matriculation Exemption, or Further Education and Training Certificate

The standard qualification for admission to study for a degree is a Matriculation endorsement or equivalent (Further Education and Training Certificate).

Certificate of conditional exemption by virtue of a senior certificate

The applicant must have:

1. At one and the same sitting, or in the case of a part-time candidate, at the two permitted qualifying sittings for the examination, sat examinations in not less than six approved subjects;

2. Passed in at least five subjects;

3. Obtained the minimum aggregate of 950 marks;

   a. Lacks only one of the following requirements for a senior certificate with a matriculation endorsement:
      
      (i) a pass in one of the languages required;
      
      (ii) a pass in a subject which means that the grouping requirement is not met including a case where a candidate offered only three groups;
      
      (iii) a pass in mathematics or a required natural science subject;
      
      (iv) a pass in one of the required two subjects on the Higher Grade;
      
      (v) a 20 percent sub-minimum in the sixth subject.
When a candidate has failed in a Higher Grade language subject used for the purpose of Group A results, the candidate must satisfy more than one of these requirements.

Certificate of conditional exemption by virtue of mature age

A student who has attained the age of twenty-three (23) years or more and is in possession of a Senior Certificate, and has been granted a certificate of conditional exemption by the South African Universities' Vice-Chancellors' Association (SAUVCA) on grounds of mature age may be admitted to a bachelor’s degree. The applicant, however, must have met the following requirements:

- attained the age of 23 years before or during the year in which the applicant wishes to enroll at the university;
- before 31 March of the year for which a certificate of conditional exemption is required, passed with at least four Higher Grade or Standard Grade subjects, at least three of which shall have been passed simultaneously and one of which shall be a recognized subject on the Higher Grade: Provided further that –
  - an official language Second Language Higher Grade subject shall only be recognized as a Higher Grade subject if at least 40 per cent is obtained, and
  - other subjects may be recognized for the purpose of this subparagraph, or that a certificate of conditional exemption may be issued in terms of this paragraph to a person whose general educational qualifications satisfy the Committee of Principals (SAUVCA)

The University may, at its discretion, admit a student irrespective of educational qualification, who has been granted a certificate of conditional exemption by SAUVCA on the grounds of having attained the age of forty-five (45) years on or before the year in which he/she intends to enroll for a bachelor’s degree. The applicant, however, must have met the following requirements:

- attained the age of 45 years before or during the year in which the applicant wishes to enroll at the university.

A certificate of conditional exemption issued by virtue of a senior certificate shall be deemed to have lapsed if the holder of the certificate does not satisfy the outstanding requirement within a period equal to the minimum prescribed full-time duration for the relevant bachelor’s degree plus two additional years calculated from 1 January of the year in which the holder registers for a bachelor’s degree at a university. It may be renewed on application.
SWEDISH RATING SCALE

The University awards academic weights for achievement according to the following scoring scale:

<table>
<thead>
<tr>
<th>Symbol achieved in Grade 12 subjects</th>
<th>Grade of Grade 12 subjects</th>
<th>Higher Grade</th>
<th>Standard Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>8</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>7</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>6</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>4</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Candidates who score 20 points or less on the scoring scale in the Grade 12 July examination are considered to be candidates who do not possess the necessary skills to be successful in their studies under the prevailing conditions. Such candidates will not be admitted to the University.

For example:

Minimum entrance Senior Certificate admission requirements for programmes under the Faculty of Science and Agriculture are as follows:

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>MINIMUM SELECTION RATING</th>
<th>ADDITIONAL MATHEMATICS REQUIREMENT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Agric – 70000</td>
<td>Plain 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Sc Agric – 71500</td>
<td>Science 32</td>
<td>MATHS E (SG)</td>
<td>Double points value for Maths and one of Biology or Physical Science</td>
</tr>
<tr>
<td>B Sc - 40000</td>
<td>Science 32</td>
<td></td>
<td>Double points value for Maths and one of Biology, Physical Science or Stats</td>
</tr>
</tbody>
</table>

Plain rating (B Agric):

Add the points rating for each subject symbol. Science rating (B Sc & B ScAgric)

- Determine the points rating for each subject symbol.
- The points rating for Mathematics is doubled.
- For B Sc Agric (except Economics option) check the points rating for Physical Science and Biology and double the higher of the two.
- For B Sc Agric (Agric Economics) check the points rating for Physical Science, Biology and Geography and double the highest one.
- For B Sc and B Sc (pre-med) check the points rating for Physical Science, Biology and Statistics and double the highest one.
- The science rating is obtained by adding the ratings so obtained for each subject symbol.

ACADEMIC ADMISSIONS REQUIREMENTS

NATIONAL CERTIFICATE (VOCATIONAL) (NCV) GUIDELINES

The minimum admission requirement to a Bachelor’s degree programme is a National Certificate (Vocational) Level 4 issued by Council for General and Further Education and Training.

The minimum requirements for admission to a Bachelor’s degree include the achievement of the following,

- National Certificate (Vocational) Level 4;
- At least three (3) fundamental subjects with a minimum pass mark of 60% (including English as the language of learning)
- Three (3) vocational subjects from the designated list between 70 - 79% (4).

Prospective students are also required to meet specified faculty NVC admission criteria, as determined by the respective Faculty Boards.
# FACULTY OF MANAGEMENT AND COMMERCE:
## DEGREES/DIPLOMAS OFFERED

### FACULTY OFFICE

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Dr N Wayi</td>
<td><a href="mailto:nwayi@ufh.ac.za">nwayi@ufh.ac.za</a></td>
<td>B Com (RU), MCom (Pretoria), PhD (NWU).</td>
</tr>
<tr>
<td>Deputy Dean: Teaching and Learning</td>
<td>Prof. LY Majova-Songca</td>
<td><a href="mailto:lmajova@ufh.ac.za">lmajova@ufh.ac.za</a></td>
<td>BCom (Accounting), BCompt (Hons), CTA (Unitra), Senior Teachers Diploma (Unitra), MBA (NWU), MCom (UP), Cert. in Facilities Management (UCT), CA (SA)</td>
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<tr>
<td>Deputy Dean: Research and Internationalisation</td>
<td>Vacant</td>
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</tr>
<tr>
<td>Faculty Manager</td>
<td>Ms LM Sitebe</td>
<td><a href="mailto:lsitebe@ufh.ac.za">lsitebe@ufh.ac.za</a></td>
<td>B Admin (UFH), B Admin Hons (UFH), Diploma (Marketing &amp; Business Management) – Damelin</td>
</tr>
<tr>
<td>Assistant Faculty Manager (Alice)</td>
<td>Ms P Foko</td>
<td><a href="mailto:pfoko@ufh.ac.za">pfoko@ufh.ac.za</a></td>
<td>BA (RU), B Admin Hons (UFH), PG Dip (Archives Management) Cum Laude, UFH.</td>
</tr>
<tr>
<td>Assistant Faculty Manager (East London)</td>
<td>Ms T Mabokela</td>
<td><a href="mailto:tmabokela@ufh.ac.za">tmabokela@ufh.ac.za</a></td>
<td>B Soc Sc (UFH) B Soc Sc (Hons) Industrial Relations.</td>
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<tr>
<td>Administrator (East London)</td>
<td>Ms S Gojela-Madide</td>
<td><a href="mailto:sgojela@ufh.ac.za">sgojela@ufh.ac.za</a></td>
<td>BCom (Damelin)</td>
</tr>
<tr>
<td>Senior Faculty Secretary</td>
<td>Ms B Tilayi</td>
<td><a href="mailto:btilayi@ufh.ac.za">btilayi@ufh.ac.za</a></td>
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### CONTACT DETAILS:

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<th>Campus</th>
<th>Telephone</th>
<th>Facsimile</th>
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<tr>
<td>Alice Campus</td>
<td>+27 (0) 40 602 2533 /2382/2020</td>
<td>+27 (0) 40 653 1007</td>
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<tr>
<td>Bhisho Campus</td>
<td>+27 (0) 40 608 3407</td>
<td>+27 (0) 40 608 3408</td>
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<tr>
<td>East London Campus</td>
<td>+27 (0) 43 704 7000 /7196/7393</td>
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### DEGREES AND DIPLOMAS OFFERED

**School of Business and Enterprise:**

In Commerce:
Bachelor of Commerce Accounting: B Com Acc (60001/60006/60014)
Bachelor of Commerce: (60015) Replaces 60002,60003,60005,60008 from 2017
Bachelor of Commerce (Information Systems): B Com (60011)
Advanced Diploma in Accountancy: (60517)
Postgraduate Diploma in Accountancy: (PGDip Acc) (60506)
Postgraduate Diploma in Economics: (PGDip Econ) (60508)
Bachelor of Commerce (Honours): B Com (Hons) (60501/60502/60503/60504/60510)
Bachelor of Commerce Honours: Development Studies: (30507)
Master of Commerce: M Com (61001/61003/61006/61007)
Master of Commerce in Development Studies: (61002)
Doctor of Philosophy: Development Studies (61502)
Doctor of Philosophy: Information Systems (61505)
Doctor of Philosophy: Industrial Psychology (61503)
Doctor of Philosophy: Economics (61500)

In Administration:

Bachelor of Administration in Public Administration (62005)
Bachelor of Administration Honours: B Admin Hons (62502)
Postgraduate Diploma in Public Sector Monitoring and Evaluation (60516)
Master of Public Administration: MPA (31010)
Master of Administration: M Admin (63001/63002/63003)
Doctor of Public Administration (61504)

ADMISSION REQUIREMENTS: MAINSTREAM PROGRAMMES

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<th>Qualification</th>
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<th>Min. Level of Achievement</th>
<th>Min. APS Score</th>
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<td>B Com Accounting 60001</td>
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* For B.Com and B.Admin degrees, Life Orientation (LO) will be capped at Level 3 for calculating APS, except B.Com Accounting where Life Orientation (LO) is not counted for calculating APS.
EXTENDED CURRICULUM PROGRAMME

Admission Requirements for Extended Curriculum Programmes

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- For B Com and B Admin degrees, Life orientation (LO) will be capped at level 3 for calculating APS
- For B Com Accounting (60006 and 60001) qualifications, points for Life Orientation (LO) are not considered when calculating the APS score.
- Students will be ranked according to the level of achievement and assigned to available space within the degree.

National Certificate Vocational
The admission requirements for the Faculty of Management and Commerce for students passed at public colleges, private colleges and other institutions offering FET vocational programmes shall be as follows:

- National Certificate (Vocational) Level 4
- At least 60% in three fundamental subjects including the Language of Teaching and Learning at Fort Hare or at least English First Additional Language (FAL)
- At least 70% in four compulsory modules
- To be admitted to B Com (Accounting); Bachelor of Economics (B Econ); and B Com (Information Systems), one of the three fundamental subjects has to be Mathematics and not Mathematics Literacy.

Faculty of Management & Commerce Selection Process:

- Selection Committee convenes at Student Administration to process application forms already sorted by Faculty and by Qualification.
- Applicants have to meet the minimum admission requirement as laid down in the Faculty Admission Policy as well as the subject/programme pre-requisites as published in the prospectus and selection is based on Merit
- Priority is given to students who applied on time and met the Faculty entry requirements as published in the Admissions Policy, also giving access to rural poor, and gender equity.
- Due to influx of Mature Age and N6 applicants selection in these categories is on a first come first serve basis. Mathematics is a requirement for all Bachelor of Commerce qualifications.
- Transferring students have to meet the Faculty entry requirements as well as the subject/programme pre-requisites as published in the prospectus first; apply for credits using Credit Application Form signed by respective Departments before a decision is made.
reached.

- If all Options of the applicant are from within the Faculty, the decision is finalised in the same sitting but if other choices are from other Faculties, referrals are made to such Faculties as well, if applicant was unsuccessful.
FACULTY OF SOCIAL SCIENCES AND HUMANITIES:
DEGREES/DIPLOMAS OFFERED

FACULTY OFFICE
Acting Dean: Prof. F Nekhwevha, B Soc Sc Hons, M Soc Sc (UCT), MA (Cambridge), PhD (UCT)
fnekhwevha@ufh.ac.za
0437047160/0406022233
Acting Deputy Dean:
Teaching and Learning: Prof. U Schiller, BA(SW) (NWU); MA(SW) (NWU); BSocSci(Hons)(Psych) (UP); DPhil(SW) (UP); PGDHET (UFH)
uschiller@ufh.ac.za
0437047295
Deputy Dean: Prof. PT Tanga, PhD (UKZN); MSW (Univ. of Ibadan Nig.); MA Human Rights (UFH); BSc. Social Work/Com. Dev (UNN); National Diploma, SOCIAL Work (Yaounde)
Deputy Dean:
Research and Internationalization: Ms ZP Mnguni, PG Dip in Archives and Records Management, B Applied Comm. Mngt. (UFH), N Dip (Border Technikon)
zmnguni@ufh.ac.za
040 602 2233 / 2379 / 2242 / 040 602 2181
Assistant Faculty Manager (EL):
Mr MM Nhanha, PG Dip in Archives and Records Management, Dip in Fine Arts (UFH)
mnhanha@ufh.ac.za
0437047194
Assistant Faculty Manager (Alice):
Mr S Mashalaba, MA, LLB (UFH)
smashalaba@ufh.ac.za
0406022242
Administrator (Alice): Vacant
Senior Administrator (EL):
Ms U Ngcongca, PG Dip in Archives and Records Management (UFH), ND Public Relations Management (NMMU), Certificate in Office Management (UNISA)
0406022233
unngcongca@ufh.ac.za
Administrator (Alice):
Ms MM Mange, Tesol Certificate (UFH), ND Administration (Damelin), Diploma in Professional Receptionist and PA (Damelin), Certificate in Microsoft Office (Damelin), Certificate for Social Auxiliary Worker (NICRO)
mmange@ufh.ac.za
0406022181
Senior Secretary (EL):
Ms G Magquphu, B Soc Sc Hons (Industrial Relations) (UFH), B Tech: Business Administration (WSU), National Diploma: Office Management and Technology (WSU)
gmagquphu@ufh.ac.za
0437047161
CONTACT DETAILS:

Alice Campus
Faculty of Social Sciences and humanities New Arts Block, 2nd Floor, Alice
Telephone: 040 – 602 2233/2379/2242/6022181

91
DEGREES AND DIPLOMAS OFFERED

The following degrees are offered:

HUMANITIES

Alice Campus

Diploma in Fine Arts: Dip FA (35000)
Bachelor of Arts: BA (30000)
Bachelor of Fine Arts: B Fine Arts (30100)
Bachelor of Arts in Music: BA Music (30004)
Bachelor of Arts (Hons) (30500)
Bachelor of Arts (Hons) in African Languages (30513)
Bachelor of Arts (Hons) in Afrikaans (30515)
Bachelor of Arts (Hons) in English Language and Comparative Literature (30514)
Bachelor of Arts (Hons) in History (30512)
Bachelor of Arts (Hons) in Music (30517)
Bachelor of Arts (Hons) in Philosophy (30516)
Master of Arts: MA (31000)
Master of Arts in African Languages (31013)
Master of Arts in Afrikaans (31015)
Master of Arts in English Languages and Comparative Literature (31014)
Master of Arts in History (31012)
Master of Arts in Music (31017)
Master of Arts in Philosophy (31016)
Master of Fine Arts: M Fine Arts (30700)
Doctor of Literature and Philosophy: DLitt et. Phil (31600)

East London Campus

Bachelor of Arts: BA (30000)
Bachelor of Music:  B Mus (30003)
Bachelor of Arts (Hons): BA (Hons) (30500)
Bachelor of Arts (Hons) in African Languages (30513)
Bachelor of Arts (Hons) in English Language and Comparative Literature (30514)
Bachelor of Arts (Hons) in History (30512)
Bachelor of Arts (Hons) in Philosophy (30516)
Master of Arts: MA (31000)
Master of Arts in African Languages (31013)
Master of Arts in Afrikaans (31015)
Master of Arts in English Language and Comparative Literature (31014)
Master of Arts in History (31012)
Doctor of Literature and Philosophy: D. Litt. et Phil.(31600)

SOCIAL SCIENCES

Alice Campus

Bachelor of Applied Communication Management (30201)
Bachelor of Social Science: B Soc Sc (30002)
Bachelor of Social Science in Human Settlement: B Soc Sc (30005)
Bachelor of Library and Information Science: B Bibl (32000)
Bachelor of Social Work: B Social Work (SWK) (33002)
Bachelor of Social Science (H R Management): B Soc Sc (HRM) (30208)***
Bachelor of Social Science (Hons): B Soc Sc (Hons) (305001)
Bachelor of Social Science (Hons) with specialisation in Industrial Relations: B Soc Sc (Hons) with specialisation in Industrial Relations (30518)
Bachelor of Social Science (Hons) with specialisation in Development:  B Soc Sc (Hons) with specialisation in Development (30519)
Bachelor of Social Science (Hons) in Communication: B Soc Sc (Hons) (Com) (37501)
Bachelor of Library and Information Science (Hons): B Bibl (Hons) (32500)
Postgraduate Diploma in Archives and Records Management (32501)
Master of Social Science: M Soc Sc (31001)
Master of Library and Information Science: M Bibl (32600)
Master of Social Work: M SW (34001)
Master of Social Science (Communication): M Soc Sc (Com) (37701)
Doctor of Philosophy: PhD (34500)
Doctor of Social Science: D Soc Sc (34501)
*** to continue until 2015

East London Campus

Bachelor of Social Science: B Soc Sc) (30002)
Bachelor of Music:  B Mus (30003)
Bachelor of Social Work: B Social Work (SWK) (33002)
Bachelor of Social Science (Hons): B Soc Sc (Hons) (30501)
Bachelor of Social Science (Hons) in Psychology: B Soc Sc (Hons) (Psych) (30502)
Bachelor of Social Science (Hons) with specialisation in Industrial Relations: B Soc Sc (Hons) with specialisation in IR (30518)
Bachelor of Social Science (Hons) with specialisation in Development: B Soc Sc (Hons) with specialisation in Dev. (30519)
Bachelor of Social Science (Hons) in Sociology: B Soc Sc (Hons) (Soc) (30503)
Bachelor of Social Science (Hons) in Political Science; B Soc Sc (Hons) (Pol) (30504)
Bachelor of Social Science (Hons) in Criminology; B Soc Sc (Hons) (Crm) (30506)
Bachelor of Social Science (Hons) in Anthropology; B Soc Sc (Hons) (Ant) (30508)
Master of Social Science (Rural Development): M Soc Sc (Rural Dev) (31011)
Master of Social Work: M SW (34001)
Master of Social Science (Counselling Psychology): M Soc Sc (C Psy) (31017)
Master of Social Science (Psychology): M Soc Sc (Psych) (31003)
Masters of Social Science in African Studies (31022)

Centre for Theology and Religion:

Bachelor of Theology: B Theology (10001)
Bachelor of Theology (Hons): B Theology (Hons) (11000)
Master of Theology: M Theology (11500)
Doctor of Theology: D Theology (13500)

Minimum National Senior Certificate admission requirements for 2018

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<td>Life Orientation</td>
<td></td>
<td>4 (50 – 59%)</td>
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<td></td>
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<tr>
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<td>3 (40 - 49%)</td>
<td>4 (50 – 59%)</td>
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<td>English</td>
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</tr>
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<td>Life Orientation</td>
<td></td>
<td>4 (50 – 59%)</td>
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<td>1 Subject</td>
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<td>3 (40 - 49%)</td>
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<tr>
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<td>4 (50 – 59%)</td>
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<td></td>
<td>English</td>
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<td>3 (40 - 49%)</td>
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<td></td>
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<tr>
<td></td>
<td>2nd Language</td>
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<td>4 (50 – 59%)</td>
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<tr>
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<td>Mathematical Literacy</td>
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<tr>
<td></td>
<td>Life Orientation</td>
<td></td>
<td>4 (50 – 59%)</td>
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<tr>
<td></td>
<td>1 Subject</td>
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<tr>
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<td>Any other 2 subjects</td>
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<td>4 (50 – 59%)</td>
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<td>4 (50 - 59%)</td>
<td>3 (40 - 49%)</td>
<td>3 (40 - 49%)</td>
<td>4 (50 – 59%)</td>
<td>25</td>
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</tr>
<tr>
<td></td>
<td>English</td>
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<td>3 (40 - 49%)</td>
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</tr>
<tr>
<td></td>
<td>2nd Language</td>
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<td>4 (50 – 59%)</td>
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<tr>
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<tr>
<td></td>
<td>Life Orientation</td>
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<td>4 (50 – 59%)</td>
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<td>1 Subject</td>
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<td>3 (40 - 49%)</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>Any other 2 subjects</td>
<td></td>
<td>4 (50 – 59%)</td>
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**Bachelor of Library and Information Science**

<table>
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<th>Additional Requirements</th>
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<tbody>
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<td>English 1st Language or any other 1st Language</td>
<td>450 – 59%</td>
<td>25</td>
<td>English HG E English SG D</td>
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<td>4 (50 - 59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Life Orientation</td>
<td>3 (40 - 49%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>1 Subject</td>
<td>4 (50 – 59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
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<td>4 (50 – 59%)</td>
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**Bachelor of Arts**

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<th>Additional Requirements</th>
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<tbody>
<tr>
<td>English 1st Language or any other 1st Language</td>
<td>450 – 59%</td>
<td>25</td>
<td>English HG E English SG D</td>
</tr>
<tr>
<td>Mathematical Literacy</td>
<td>4 (50 - 59%)</td>
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<tr>
<td>Life Orientation</td>
<td>3 (40 - 49%)</td>
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<tr>
<td>1 Subject</td>
<td>4 (50 – 59%)</td>
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<tr>
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**Bachelor of Music**

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<th>Additional Requirements</th>
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<td>450 – 59%</td>
<td>25</td>
<td>English HG E English SG D</td>
</tr>
<tr>
<td>Mathematical Literacy</td>
<td>4 (50 - 59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Life Orientation</td>
<td>3 (40 - 49%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>1 Subject</td>
<td>4 (50 – 59%)</td>
<td>20</td>
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<tr>
<td>Any other 2 subjects</td>
<td>4 (50 – 59%)</td>
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**Bachelor of Fine Arts**

<table>
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<tr>
<th>Subject</th>
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<th>Additional Requirements</th>
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<tbody>
<tr>
<td>English 1st Language or any other 1st Language</td>
<td>450 – 59%</td>
<td>25</td>
<td>English HG E English SG D</td>
</tr>
<tr>
<td>Mathematical Literacy</td>
<td>4 (50 - 59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Life Orientation</td>
<td>3 (40 - 49%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>1 Subject</td>
<td>4 (50 – 59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Any other 2 subjects</td>
<td>4 (50 – 59%)</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

* Subject to music department auditions and interviews

**# Grade 12 with Diploma’s requirement**

- Grade 12 PLUS Bridging Course at Lovedale FET College
- A recent Portfolio presentation art works
- Practical and Theory Test in the Fine Art Dept
- Interviews

**OR (old Matric Certificate)**

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Matric</th>
<th>Swedish Rating</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts BA (30000)</td>
<td>With endorsement</td>
<td>25</td>
<td>English HG E English SG D</td>
</tr>
<tr>
<td>Bachelor of Arts in Music BA Music (30003)</td>
<td>With endorsement</td>
<td>25</td>
<td>English HG E English SG D Music Department Auditions</td>
</tr>
<tr>
<td>Bachelor of Music B Mus (30004)</td>
<td>With endorsement</td>
<td>25</td>
<td>English HG E English SG D Music Department Auditions</td>
</tr>
<tr>
<td>Bachelor of Fine Arts BFA (30100)</td>
<td>With endorsement</td>
<td>25</td>
<td>English HG E English SG D Drawing portfolio</td>
</tr>
<tr>
<td>Bachelor of Theology B Th (10000)</td>
<td>With endorsement</td>
<td>25</td>
<td>English HG E English SG D</td>
</tr>
</tbody>
</table>
Bachelor of Applied Communication Management B Applied Com (30201)  | With endorsement  | 25  | English HG E English SG D
Bachelor of Social Sciences BSoc Sc (30002)  | With endorsement  | 25  | English HG E English SG D
Bachelor of Social Sciences in Human Settlement (30005)  | With Endorsement  | 25  | English HG E SG D
Bachelor of Social Work B SWK (33002)  | With endorsement  | 25  | English HG E English SG D
Bachelor of Library and Information Science BLIS (32000)  | With endorsement  | 25  | English HG E English SG D
Diploma in Fine Arts Senior Certificate  | 22  |

**NSC Minimum Requirements for SDE/ Foundation Year Programme students**

The Social Science and Humanities Foundation Programme (SSHFP) is an entrance programme intended to provide a strong academic foundation and additional academic support to students who do not meet the Faculty of Social Sciences and Humanities minimum entrance requirements.

The SSHFP follows the same structure as mainstream modules, but its curriculum is extended over a longer period and there is additional support. SSHFP students must take one more year to complete their degree than mainstream students. All students who do not have matric exemption or a “Bachelor’s Admission” from NSC must apply for conditional exemption. In their first year of registration, they must enrol for Academic Practices and Reasoning (APR) which is a value-addition course to assist students in developing their academic skills towards their qualification.

**Admission Requirements**

<table>
<thead>
<tr>
<th>Foundation Programmes</th>
<th>English 1st Language</th>
<th>2nd Language</th>
<th>3(40 – 49%)</th>
<th>4(50 – 59%)</th>
<th>3(40 – 49%)</th>
<th>4(50 – 59%)</th>
<th>21</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1st Language</td>
<td>Or any other 1st Language</td>
<td>English 2nd Language</td>
<td>Mathematical Literacy</td>
<td>Life Orientation</td>
<td>1 subject</td>
<td>Any other 2 subjects</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mature Age Exemption**

Candidates who do not meet the Bachelors requirements and who will be turning 23 years or above in their first year of registration may be considered provided that:

- They have passed two languages with E symbol
• They have passed other two content subjects with E symbol
• Three of these E symbols are from one examination sitting
• They apply for conditional exemption in their first year of registration.

RPL (Recognition of prior learning) (refer to UFH RPL Policy)

Candidates who have passed with School Leaving may be considered through recognition of prior learning provided that:
• They apply for recognition of prior learning
• Have portfolio of evidence that they have studied some courses.
• Receive Senate approval of the RPL application.

National Certificate Vocational (NCV) Minimum Requirements

The minimum requirements for the Faculty of Social Sciences and Humanities for students passed at public colleges, private colleges and other institutions offering FET vocational programmes shall be as follows:
• NQF Level 4 (N4)
• English Language subject passed with at least 60%.
• Three fundamental subject passes at 50%
• Two additional subjects passed with 50%

FACULTY OF LAW: DEGREES/DIPLOMAS OFFERED

FACULTY OFFICE

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean:</td>
<td>Dr N Lubisi</td>
<td>043 704 7531 <a href="mailto:nlubisi@ufh.ac.za">nlubisi@ufh.ac.za</a></td>
<td>B Juris (UFH), LLB (UFH), Advanced Certificate in Labour Law (UNISA), LLM (UFH), LLD (UFH)</td>
</tr>
<tr>
<td>Deputy Dean:</td>
<td>Mr A Katurura</td>
<td>043 704 7523 <a href="mailto:akaturura@ufh.ac.za">akaturura@ufh.ac.za</a></td>
<td>B Juris, LLB, PGDHET (Cum Laude) (UFH), LLM (Natal)</td>
</tr>
<tr>
<td>Faculty Manager:</td>
<td>Ms AK Mkiva</td>
<td>043 704 7521 <a href="mailto:amkiva@ufh.ac.za">amkiva@ufh.ac.za</a></td>
<td>ND: Office Management &amp; Technology, B Tech: Management (WSU)</td>
</tr>
<tr>
<td>Assistant Faculty Manager:</td>
<td>Ms PP Zinto</td>
<td>043 704 7530 <a href="mailto:pzinto@ufh.ac.za">pzinto@ufh.ac.za</a></td>
<td>B Soc Sc (UFH)</td>
</tr>
<tr>
<td>Senior Administrator:</td>
<td>Ms T Malima</td>
<td>043 704 7539 <a href="mailto:tmalima@ufh.ac.za">tmalima@ufh.ac.za</a></td>
<td>ND: Public Relations Management (UNISA), B Soc Sc; B Soc Sc Hons; Masters in Social Science (UFH)</td>
</tr>
<tr>
<td>Administrator (Alice):</td>
<td>Ms T Fali</td>
<td>043 704 7525 <a href="mailto:tfali@ufh.ac.za">tfali@ufh.ac.za</a></td>
<td>Secretarial Diploma (Damelin)</td>
</tr>
</tbody>
</table>
ANNEXURE EIGHT

1. MINIMUM ADMISSION REQUIREMENTS

1.1 Diploma in Local Government Law and Administration (20100)

The requirement for admission to the Diploma is a school leaving certificate with a minimum aggregate symbol E-S, or National Senior Certificate endorsed for diploma. The qualification is designed primarily as a capacity building programme for officials and elected representatives in local government. The Faculty therefore also takes into account current or previous involvement in the local government sphere as an elected representative (mayor, executive committee member or council or); current or previous employment in local government. Admission may also be through recognition of Prior Learning and Age Exemption.

1.2 Bachelor of Laws (21521)

<table>
<thead>
<tr>
<th>QUALIFICATION</th>
<th>SUBJECT REQUIREMENTS</th>
<th>LEVEL OF ACHIEVEMENT</th>
<th>TOTAL POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLB</td>
<td>English Language</td>
<td>5 (60 - 69%)</td>
<td>29</td>
</tr>
<tr>
<td>Mathematics / Mathematical Literacy</td>
<td>1 (30 - 39%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Orientation</td>
<td>3 (40 - 49%)</td>
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<td>Any other 4 designated subjects:</td>
<td>3 (40 - 49%)</td>
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<tr>
<td></td>
<td>5 (60 - 69%)</td>
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<td></td>
<td>5 (60 - 69%)</td>
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</table>

National Certificate (Vocational)

The minimum admission requirements for students who passed at public colleges, private colleges and other institutions offering FET vocational programmes are as follows:

- National Certificate (Vocational) Level 4;
- At least 60% in three fundamental subjects including the English Language;
- At least 70% in four compulsory modules.

1.3 Bachelor of Laws (Extended Programme) (21520)
An SDE Applicant/Applicants for Extended Curriculum to be admitted for LLB, s/he must have obtained:

<table>
<thead>
<tr>
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<th>LEVEL OF ACHIEVEMENT</th>
<th>TOTAL POINTS</th>
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<tbody>
<tr>
<td>LLB</td>
<td>English Language</td>
<td>5 (60 - 69%)</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Mathematics / Mathematical Literacy</td>
<td>1 (30 - 39%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Orientation</td>
<td>3 (50 - 59%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any other 3 designated subjects:</td>
<td>5 (60 - 69%)</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>5 (60 – 69%)</td>
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<td>5 (60 – 69%)</td>
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<tr>
<td></td>
<td></td>
<td>5 (60 – 69%)</td>
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</tr>
</tbody>
</table>

**National Certificate (Vocational)**

The minimum admission requirements for students who passed at public colleges, private colleges and other institutions offering FET vocational programmes are as follows:

- National Certificate (Vocational) Level 4;
- At least 60% in three fundamental subjects including the English Language;
- At least 70% in four compulsory modules.

1.4 **Bachelor of Commerce (Law) (21525)**

<table>
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</thead>
<tbody>
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<tr>
<td></td>
<td>Mathematics</td>
<td>4 (50 – 59%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Orientation</td>
<td>4 (40 – 49%)</td>
<td></td>
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<tr>
<td></td>
<td>Any other 4 designated subjects:</td>
<td>5 (60 – 69%)</td>
<td></td>
</tr>
<tr>
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<td></td>
<td>5 (60 – 69%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 (60 – 69%)</td>
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</tr>
</tbody>
</table>

**National Certificate (Vocational)**

The minimum admission requirements for students who passed at public colleges, private colleges and other institutions offering FET vocational programmes are as follows:

- National Certificate (Vocational) Level 4;
- At least 60% in three fundamental subjects including the English Language;
- At least 70% in four compulsory modules.
### FACULTY OF SCIENCE AND AGRICULTURE: DEGREES/DIPLOMAS OFFERED

#### FACULTY OFFICE

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Details</th>
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</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Prof N Monde</td>
<td>0406022011 <a href="mailto:nmonde@ufh.ac.za">nmonde@ufh.ac.za</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma (Fort Cox College); Bachelor of Agriculture, Bachelor of Agriculture Honours, PhD (UFH)</td>
</tr>
<tr>
<td>Deputy Dean: Research and Internationalization</td>
<td>Prof Al Okoh</td>
<td>0406022011 <a href="mailto:aokoh@ufh.ac.za">aokoh@ufh.ac.za</a></td>
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<tr>
<td></td>
<td></td>
<td>PhD (OAU, Nigeria)</td>
</tr>
<tr>
<td>Deputy Dean: Teaching and Learning and Community Engagement</td>
<td>Dr ULP Heshula</td>
<td>0406022736 <a href="mailto:lheshula@ufh.ac.za">lheshula@ufh.ac.za</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSc Hons (UFH), MSc, PhD (Rhodes)</td>
</tr>
<tr>
<td>Faculty Manager</td>
<td>Ms MS Smith</td>
<td>0406022232 <a href="mailto:msmith@ufh.ac.za">msmith@ufh.ac.za</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NSC (PENETECH), B Soc Science; B Soc Science Hons (UFH), MA Social Development (East Anglia: UK)</td>
</tr>
<tr>
<td>Assistant Faculty Manager</td>
<td>Mrs LG Smit</td>
<td>0406022232 <a href="mailto:msmith@ufh.ac.za">msmith@ufh.ac.za</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BA Hons (UFH)</td>
</tr>
<tr>
<td>Assistant Faculty Manager</td>
<td>Ms P Mandila</td>
<td>0406022508 <a href="mailto:pmandila@ufh.ac.za">pmandila@ufh.ac.za</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office Admin Cert (Border Tech), B Social Science, PG Dipl in Archives &amp; Records Management (UFH)</td>
</tr>
<tr>
<td>Senior Administrator</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>PA</td>
<td>Mrs F Maweza</td>
<td>040602233 <a href="mailto:fmaweza@ufh.ac.za">fmaweza@ufh.ac.za</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>National Diploma: HRM (PE Tech), B Admin (HRM), B Public Admin Hons (UFH)</td>
</tr>
</tbody>
</table>

#### CONTACT DETAILS

Telephone: +27 (0) 40 602 2252/2285/2232/2341
Facsimile:  +27 (0) 40 602 2488 (Agric)
            +27 (0) 40 602 2550 (Science)
            +27 (0) 43 704 7570 (Health Science)
E-mail addresses: nmonde@ufh.ac.za or fmaweza@ufh.ac.za
QUALIFICATIONS IN THE FACULTY

Undergraduate Degrees

The Degree of Bachelor of Agriculture (B Agric)
70001 Agricultural Economics
70002 Agricultural Extension / Production

The Degree of Bachelor of Science in Agriculture (BSc Agric)
71521 Agricultural Economics / Economics (New Curriculum)
71522 Soil Science (New Curriculum)
71523 Horticulture Science (New Curriculum)
71524 Crop Science (New Curriculum)
71525 Animal Science (New Curriculum)
71526 Pasture Science (New Curriculum)

The Degree of Bachelor of Science (BSc)
40000 Single and combined majors

Post-Graduate Degrees

(For other degree / programme options for please refer to the Faculty Prospectus)

The Degree of Bachelor of Agriculture (B Agric) Honours
70501 Agricultural Economics
70502 Agricultural Extension

The Degree of Bachelor of Science in Agriculture (BSc Agric) Honours
72001 Agricultural Economics (Honours)
72003 Crop Science (Honours)
72004 Animal Science (Honours)
72007 Pasture Science (Honours)
72005 Soil Science (Honours)
72006 Horticulture Science (Honours)

The Degree of Bachelor of Science Honours (B Sc) (Hons)

The Degree of Master of Agriculture (M Agric)

The Degree of Master of Science in Agriculture (MSc Agric)

The Degree of Master of Science (MSc)

The Degree Master of Philosophy (M Phil)

The Degree of Doctor of Philosophy in Agriculture (PhD Agric)

The Degree of Doctor of Philosophy (PhD)
FACULTY SPECIFIC NSC ENTRANCE REQUIREMENTS FOR 2019

Mainstream Programmes

New National Senior Certificate (NSC) Entrance Requirements: The 4 NSC subjects required at level 4 must satisfy the following Faculty-specific requirements:

<table>
<thead>
<tr>
<th>QUALIFICATION</th>
<th>DEGREE CODES</th>
<th>SUBJECT REQUIREMENTS</th>
<th>LEVEL OF ACHIEVEMENT</th>
<th>TOTAL POINTS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Sc</td>
<td>40000</td>
<td>English</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>B Sc Agric</td>
<td>71522 71523 71524 71525 71526</td>
<td>Mathematics* 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical Sciences* 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Life Sciences or Geography or Agriculture or Info Technology 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Life Orientation 4 (50-59%)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any other 2 subjects from the designated list 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any other 2 subjects from the designated list 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Sc Agric (Agric Econ)</td>
<td>71521</td>
<td>English</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics* 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Life Sciences* 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agriculture or Geography or Info Technology 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Life Orientation 4 (50-59%)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any other 2 subjects from the designated list 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any other 2 subjects from the designated list 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Agric</td>
<td>70001 70002</td>
<td>English</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematical Literacy or Mathematics 5 (60-69%) 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agriculture 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Life Orientation 4 (50-59%)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any other 3 subjects from the designated list 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any other 3 subjects from the designated list 4 (50-59%)</td>
<td>20</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any other 3 subjects from the designated list 4 (50-59%)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please note: Students who want to register for the B Sc Agric (Agric Economics Options) are not required to have a pass in Physical Science. However it is compulsory for them to have passed Life Sciences at level 4.
## Foundation Programmes: NSC Entrance Requirements for 2018

<table>
<thead>
<tr>
<th>QUALIFICATION</th>
<th>PROGRAMME</th>
<th>OPTION</th>
<th>SUBJECT REQUIREMENTS</th>
<th>LEVEL OF ACHIEVEMENT</th>
<th>TOTAL POINTS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B Sc (40400)</strong></td>
<td>Science &amp; Agriculture Foundation Programme (SAFP)</td>
<td>All</td>
<td>English</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td></td>
<td>Mathematics</td>
<td>3 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Physical Science</td>
<td>3 (50-59%)</td>
<td>20</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Life Sciences or Geography or Agriculture or Info Technology</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Life Orientation</td>
<td>4 (50–59%)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Any other 2 subjects from the designated list</td>
<td>4 (40-49%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 (40-49%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science &amp; Agriculture Foundation Programme (SAFP)</td>
<td>All but 71421*</td>
<td>Same as B Sc - except for BSc Agric (Agric Econ)* Life Science at Level 3 is compulsory and not Physical Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*<em>B Sc Agric 71401</em></td>
<td>Science &amp; Agriculture Foundation Programme (SAFP)</td>
<td>All but 71421*</td>
<td>English</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mathematical Literacy or Mathematics</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 (40-49%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**B Agric 70401</td>
<td>Science &amp; Agriculture Foundation Programme (SAFP)</td>
<td>70402</td>
<td>English</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Agriculture</td>
<td></td>
<td>Mathematical Literacy or Mathematics</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 (40-49%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**B Agric 70402</td>
<td>Science &amp; Agriculture Foundation Programme (SAFP)</td>
<td>70402</td>
<td>Agriculture</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Life Orientation</td>
<td>4 (50-59%)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Any other 3 subjects from the designated list at these Levels</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 (40-49%)</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

*Please note*: Students who want to register for the Agric Economics Option do not need NSC Physical Science; they need a PASS at Level 3 in Life Sciences.
FACULTY OF HEALTH SCIENCES: DEGREES/DIPLOMAS OFFERED

FACULTY OFFICE

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Dean</td>
<td>Prof DT Goon</td>
<td><a href="mailto:dgoon@ufh.ac.za">dgoon@ufh.ac.za</a>; BSc Ed (BUK, Nigeria), M Tech Sport &amp; Exercise Technology, D Tech Clinical Technology (TUT)</td>
</tr>
<tr>
<td>Acting Deputy Dean</td>
<td>RL Van Niekerk</td>
<td><a href="mailto:leonv@ufh.ac.za">leonv@ufh.ac.za</a>; Registered Counselling Psychologist, D Lit et Phil Psychology (UJ), Masters in Sport &amp; Exercise Psychology (KULeuven, Belgium)</td>
</tr>
<tr>
<td>Acting Faculty Manager</td>
<td>Ms P. Nhlumayo</td>
<td><a href="mailto:pnhlumayo@ufh.ac.za">pnhlumayo@ufh.ac.za</a>; Bachelor in Social Work (BSW) UNISA, Certificate in Management Assistant (Durban Central Technical College), MPH (UFH)</td>
</tr>
<tr>
<td>Acting Senior Secretary</td>
<td>Ms MK Hlabahlaba</td>
<td><a href="mailto:pnhlumayo@ufh.ac.za">pnhlumayo@ufh.ac.za</a>; BSc in Biological Sciences (WSU) Adv Dip District Health and Leadership (UFH)</td>
</tr>
<tr>
<td>Senior Administrator</td>
<td>Ms AP Okeyo</td>
<td><a href="mailto:aokeyo@ufh.ac.za">aokeyo@ufh.ac.za</a>; BSc (Northern Arizona University), MA (Northern Arizona University), MSc (UFS), Assessment and Moderation certificates (UFH)</td>
</tr>
<tr>
<td>Administrator</td>
<td>Ms SCM Swartbooi</td>
<td><a href="mailto:sswartbooi@ufh.ac.za">sswartbooi@ufh.ac.za</a>; Diploma in Human Resources (Oxbridge Academy)</td>
</tr>
<tr>
<td>Administrator</td>
<td>Ms B Tutu</td>
<td><a href="mailto:btutu@ufh.ac.za">btutu@ufh.ac.za</a>; Certificate in Prac Office Skills (BCC), Certificate in Customer Communication (BCC), Cert in Intro. to Computer (BCC) MBA for office Professionals (Siyanqoba)National Certificate: Office Management (Siyanqoba)</td>
</tr>
<tr>
<td>Administrator</td>
<td>Ms Z Njokweni</td>
<td><a href="mailto:znjokweni@ufh.ac.za">znjokweni@ufh.ac.za</a>; Certificate in Computer Literacy (ICDL) at ITEC</td>
</tr>
</tbody>
</table>

CONTACT DETAILS

Telephone: +27 043 704 7359/7585//7337/7359/7331
Facsimile: +27 (0) 866 287 975/0866282026
E- mail address: pnhlumayo@ufh.ac.za / mhlabahlaba@ufh.ac.za / dgoon@ufh.ac.za

DEGREES, DIPLOMAS AND CERTIFICATES OFFERED

The following degrees are offered:
NURSING SCIENCE
- Bachelor of Nursing: B Cur (84000)
- Postgraduate Diploma in clinical manager HIV/AIDS (84028)

- Master of Nursing Science (Magister Curationis): M Cur (By Research)
  - Health Management (84012)
  - Nursing Education (84029)
  - Community Health Nursing (84031)
  - Psychiatric Nursing (84015)
  - Midwifery & Neonatal Nursing (84016)
  - Medical-surgical Nursing (84017)

- Doctor of Philosophy in Nursing Science: PhD
- Doctor of Philosophy in Nursing (84019)

HUMAN MOVEMENT
- Bachelor of Health Sciences in Human Movement Science: B HS in HMS (84001)
- Bachelor of Health Sciences in Human Movement Science (Honours) (B HS in HMS) Honours (84020)
- Master of Health Sciences in Human Movement Science: M HS in HMS (84021)

REHABILITATIVE SCIENCES
- Bachelor of Science in Speech-Language Pathology: (84033)

PUBLIC HEALTH
- Master of Public Health: MPH (84032).

EARLY CHILDHOOD DEVELOPMENT CENTRE

<table>
<thead>
<tr>
<th>Director:</th>
<th>Dr N Sotuku, STD (Unitra), BA (Unisa), BA (Hons) (Stell), M.Ed, PhD (UFH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact details: 043 704 7202 <a href="mailto:nsotuku@ufh.ac.za">nsotuku@ufh.ac.za</a></td>
<td></td>
</tr>
<tr>
<td>Academic Coordinator:</td>
<td>Ms T Matshoba, STD (Unitra), ACE, B.Ed (Hons) (UFS)</td>
</tr>
<tr>
<td>Lecturer:</td>
<td>Ms J Dirks: Bsc – Occupational Therapy (UWC), MSc Occupational Therapy (UCT)</td>
</tr>
<tr>
<td>Assistant Administrators:</td>
<td>Ms N Nogqwazi</td>
</tr>
<tr>
<td></td>
<td>Mr M Peter</td>
</tr>
</tbody>
</table>

The University of Fort Hare is well known for its commitment to the National Development Plan which strives to eliminate poverty and reduce inequality by 2030 through uniting South Africans to work together in unleashing the potential of its citizens. To this end, with the support of the Department of Higher Education and Training, the
National Development Agency, ELMA Foundation, South Africa Partners and Wheelock College in Boston, USA, and stakeholders that will become involved in the future, the University of Fort Hare has embraced a transdisciplinary approach to Early Childhood Development through the establishment of an Early Childhood Development Centre of Excellence. The overarching mission of the work of the ECD Centre of Excellence is to advance knowledge of the development of young children in their communities in the region, and to use this knowledge for building capabilities and transforming public childhood provisioning for social justice and achieve meaningful outcomes. The ECD Centre of Excellence has identified three strategic priorities:

**Firstly** is to undertake and lead transdisciplinary research in childhood studies. The key interlinked strategies it has adopted in this regard are the development of longitudinal research programme, action oriented research and building the ECD Niche Area (RNA) areas identified above are interdependent.

**Secondly,** is to contribute to innovation and development of ECD qualifications as the basis for its human resource development activities and as pathways to professionalization in the field. The strategies to this end include the development of bilingual ECD qualifications and programmes, including a Diploma in ECD (0-4) and B.Ed ECD (0-4) both for pre service and continuing teacher education. The two qualifications will be offered in 2020.

**Thirdly,** is to contribute to enhancing ECD Provisioning through collaborative design and implementation of programmes and services.

**DEGREES AND DIPLOMAS OFFERED**
The following degrees are offered:

**EAST LONDON CAMPUS:**
BEd Foundation Phase Teaching 50045 7/480
BEd Intermediate Phase Teaching 50046 7/480
Bachelor of Education (BEd) (Hons) 50023 8/120
Postgraduate Diploma in Higher Education & Training (PGDHET) 52402 8/120

**Master of Education (MEd):**
- MEd (By dissertation only) 51000 9/240

**Doctor of Philosophy (PhD):**
- Doctor of Philosophy (PhD) 51501 10/360

**ALICE CAMPUS:**

Bachelor of Education Senior and FET phase with the following specialisation:

- Agriculture Science
- Commerce
- Science
- Social Science

Bachelor of Education Honours (Science Education) 8/120
Bachelor of Education Honours (Environmental Education) 8/120
Postgraduate Diploma in Higher Education & Training (PGDHET) 52402 8/120
Postgraduate Certificate in Education (PGCE) (FET Band) 7/120

Master of Education (MEd):
• MEd (By dissertation only) 51000 9/240

Doctor of Philosophy (PhD):
• Doctor of Philosophy (PhD) 51501 10/360

Minimum National Senior Certificate Admission Requirements for 2019

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Subject Requirements</th>
<th>Level of Achievement</th>
<th>Credits</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Ed (Senior &amp; FET phase)</td>
<td>English Home language/first additional Language</td>
<td>4 (50-59%)</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Other language</td>
<td>3 (40-49%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 relevant subjects of specialization</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Orientation</td>
<td>4 (50-59%)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One Subject</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two Subjects</td>
<td>3 (40-49%)</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Subject Requirements</th>
<th>Level of Achievement</th>
<th>Credits</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEd Foundation Phase Teaching/Intermediate Phase Teaching</td>
<td>English Home Language/Xhosa Home Language/Afrikaans Home Language</td>
<td>4 (50-59%)</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>English FAL / Xhosa FAL/ Afrikaans FAL/</td>
<td>4 (40-49%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematical Literacy</td>
<td>5 (60-69%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or Mathematics</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Orientation</td>
<td>4 (50-59%)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any other 3 subjects designated 20-credit subjects</td>
<td>4 (50-59%)</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

Minimum National Certificate (Vocational) admission requirements
• National Certificate (Vocational) Level 4
• At least 60% in three fundamental subjects i.e. English first language or first additional language, Mathematics/Mathematics Literacy and Life orientation.
At least 70% in four relevant compulsory modules (with specialization in the teaching subjects)

N6 Certificate
• Prospective students with N6 certificate qualify to be admitted to the B, Ed programme with specialization in the teaching subjects

FACULTY OF EDUCATION: DEGREES/DIPLOMAS OFFERED

FACULTY OFFICE

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Prof. V.S Mncube</td>
<td><a href="mailto:vmncube@ufh.ac.za">vmncube@ufh.ac.za</a> 0406022089</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Dean: Teaching and</td>
<td>Prof. MP Mavuso</td>
<td><a href="mailto:pmavuso@ufh.ac.za">pmavuso@ufh.ac.za</a> 0406022011</td>
</tr>
<tr>
<td>Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Dean: Research &amp;</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>Internationalisation</td>
<td></td>
<td></td>
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<tr>
<td>Faculty Manager:</td>
<td>Ms N Magocoba</td>
<td><a href="mailto:nmagocoba@ufh.ac.za">nmagocoba@ufh.ac.za</a> 0406022011</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Assistant Faculty Manager:</td>
<td>Ms B Harry</td>
<td><a href="mailto:bharry@ufh.ac.za">bharry@ufh.ac.za</a> 0437047000</td>
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<tr>
<td>Senior Admin Officer:</td>
<td>Ms A Gumenge</td>
<td><a href="mailto:agumenge@ufh.ac.za">agumenge@ufh.ac.za</a> 0437047216</td>
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<tr>
<td>Dean’s Secretary:</td>
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</tr>
<tr>
<td>Admin Assistant:</td>
<td>Ms N Nogqwazi</td>
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CONTACT DETAILS

<table>
<thead>
<tr>
<th>Campus</th>
<th>Telephone</th>
<th>Facsimile</th>
</tr>
</thead>
<tbody>
<tr>
<td>East London Campus</td>
<td>+27 (0) 43 704 7218/7186</td>
<td>+27 (0) 43 704 7113</td>
</tr>
<tr>
<td>Alice Campus</td>
<td>+27 (0) 40 602 2412/2410</td>
<td>+27 (0) 40 602 2448</td>
</tr>
</tbody>
</table>

Dean:                      | vmncube@ufh.ac.za 0406022089 |
Deputy Dean: Teaching and  | pmavuso@ufh.ac.za 0406022011  |
Learning                   |                             |
Deputy Dean: Research &    |                             |
Internationalisation       |                             |
Faculty Manager:           |                             |
                                |                            |
Assistant Faculty Manager: |                             |
Senior Admin Officer:      |                             |
Dean’s Secretary:          |                             |
Admin Assistant:           |                             |
The University of Fort Hare is well known for its commitment to the National Development Plan which strives to eliminate poverty and reduce inequality by 2030 through uniting South Africans to work together in unleashing the potential of its citizens. To this end, with the support of the Department of Higher Education and Training, the National Development Agency, ELMA Foundation, South Africa Partners and Wheelock College in Boston, USA, and stakeholders that will become involved in the future, the University of Fort Hare has embraced a transdisciplinary approach to Early Childhood Development through the establishment of an Early Childhood Development Centre of Excellence. The overarching mission of the work of the ECD Centre of Excellence is to advance knowledge of the development of young children in their communities in the region, and to use this knowledge for building capabilities and transforming public childhood provisioning for social justice and achieve meaningful outcomes. The ECD Centre of Excellence has identified three strategic priorities:

Firstly is to undertake and lead transdisciplinary research in childhood studies. The key interlinked strategies it has adopted in this regard are the development of longitudinal research programme, action oriented research and building the ECD Niche Area (RNA) areas identified above are interdependent.

Secondly, is to contribute to innovation and development of ECD qualifications as the basis for its human resource development activities and as pathways to professionalization in the field. The strategies to this end include the development of bilingual ECD qualifications and programmes, including a Diploma in ECD (0-4) and B.Ed ECD (0-4) both for pre service and continuing teacher education. The two qualifications will be offered in 2020.

Thirdly, is to contribute to enhancing ECD Provisioning through collaborative design and implementation of programmes and services.

**DEGREES AND DIPLOMAS OFFERED**

The following degrees are offered:

**EAST LONDON CAMPUS:**

- BEd Foundation Phase Teaching 50045 7/480
- BEd Intermediate Phase Teaching 50046 7/480
- Bachelor of Education (BEd) (Hons) 50023 8/120
Postgraduate Diploma in Higher Education & Training (PGDHET) 52402 8/120

**Master of Education (MEd):**
- MEd (By dissertation only) 51000 9/240

**Doctor of Philosophy (PhD):**
- Doctor of Philosophy (PhD) 51501 10/360

ALICE CAMPUS:

Bachelor of Education Senior and FET phase with the following specialisation:

- Agriculture Science
- Commerce
- Science
- Social Science

Bachelor of Education Honours (Science Education) 8/120
Bachelor of Education Honours (Environmental Education) 8/120
Postgraduate Diploma in Higher Education & Training (PGDHET) 52402 8/120
Postgraduate Certificate in Education (PGCE) (FET Band) 7/120
Master of Education (MEd):
- MEd (By dissertation only) 51000 9/240

Doctor of Philosophy (PhD):
- Doctor of Philosophy (PhD) 51501 10/360

**Minimum National Senior Certificate Admission Requirements for 2019**

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<th>Credits</th>
<th>Score</th>
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<tr>
<td>B Ed (Senior &amp; FET phase)</td>
<td>English Home language/first additional Language</td>
<td>4 (50-59%)</td>
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<td>Other language</td>
<td>3 (40-49%)</td>
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<td></td>
<td>2 relevant subjects of specialization</td>
<td>4 (50-59%)</td>
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<td>Life Orientation</td>
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<tr>
<td></td>
<td>One Subject</td>
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<tr>
<td></td>
<td>Two Subjects</td>
<td>3 (40-49%)</td>
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<table>
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<tr>
<td>BEd Foundation Phase Teaching/Intermediate Phase Teaching</td>
<td>English Home Language/Xhosa Home Language/Afrikaans Home Language</td>
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<tr>
<td></td>
<td>English FAL / Xhosa FAL/ Afrikaans FAL/</td>
<td>4 (40-49%)</td>
<td>20</td>
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<tr>
<td></td>
<td>Mathematical Literacy</td>
<td>5 (60-69%)</td>
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<tr>
<td></td>
<td>Or Mathematics</td>
<td>4 (50-59%)</td>
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</tr>
<tr>
<td></td>
<td>Life Orientation</td>
<td>4 (50-59%)</td>
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<td></td>
<td>Any other 3 subjects designated 20-credit subjects</td>
<td>4 (50-59%)</td>
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</table>

**Minimum National Certificate (Vocational) admission requirements**
- National Certificate (Vocational) Level 4
- At least 60% in three fundamental subjects i.e. English first language or first additional language, Mathematics/Mathematics Literacy and Life orientation.
  At least 70% in four relevant compulsory modules (with specialization in the teaching subjects)

**N6 Certificate**
- Prospective students with N6 certificate qualify to be admitted to the B, Ed programme with specialization in the teaching subjects
STUDENT AFFAIRS DIVISION

STUDENT AFFAIRS AND SERVICES

The Student Affairs Division, like the University in general, operates in terms of the provisions of the Higher Education Act, 1997 (Act no.1 of 1997), and in accordance with the Statute of the University of Fort Hare.

The Division promotes programmes that give students a sense of belonging to a supportive educational community, promote inspired learning and encourage development skills that foster personal and academic growth. In addition it provides students many opportunities to participate in various activities beyond the classroom such as recreational sport, student organisations and societies that train students on leadership skills, both at the University and beyond.

Student Affairs comprises of the following departments: Student Counselling Unit, Student Governance and Development, Residences, Health Care Centre, Disability Unit, HIV & Aids Unit and the Sport and Recreation Unit.

Student Counselling Unit

The Counselling Centre provides personal counselling and advocacy, training and educational programmes, outreach and community services. Through a wide variety of programmes and services, students are given the opportunity to learn and enhance life skills, including interpersonal and human relations, communication, and value clarification appreciation of deference, decision-making and career choices. Some of the programmes include coping with depression, alcohol and drug abuse, relationship problems etc.

The Student Counselling Unit provides a confidential counselling service to all students on all campuses, with further referrals to the UFH EL Psychology Services Centre and other support services in the community.

Counselling is provided free of charge for a full range of emotional and psychological problems such as depression, anxiety, alcohol or drug dependence, eating disorders, HIV/AIDS, abuse etc. For individual career counselling please contact the SCU for an interview.

Student Governance and Development Unit

The Student Development Office is dedicated in establishing new programmes and improving current or existing ones. This office works closely with student governance (SRC) and all its societies and clubs to identify opportunities that would maximize the individual potential of
The Student Development office is about building leadership and creating strong bonds of friendship that will benefit students. Student Governance is the voice of the student body at the University of Fort Hare. The Student Representative Council (SRC) provides programmes and services for all registered UFH student organizations.

The current structure of the SRC across campuses is such that there is a common President and Secretary General however each of the campuses Alice and EL runs parallel portfolios on each campus.

It also assists management with registering new organizations and societies, political groups, human interest groups, and more. Students can develop invaluable leadership and life skills as they serve in a wide variety of enriching activities. The SRC `s purpose is to provide a place where students have a voice, working together with the rest of the community to make the University of Fort Hare utilize its student potential.

**Residences**

Living on campus places you at the center of the University community, ready for both academic and co-curricular activities. This enables students to be part of a vital living and learning community and provides opportunities to make friends that can last for years.

Informal education in the enrichment of personality, pursuit of opportunities for companionship with people, and democratic community living, are essential aspects of total university experience. Residences, as educational laboratories, are places for teaching responsible citizenship and for developing personal and social values.

The staff is committed to helping students fulfil diverse needs and in the process development, responsibility, and accountability are promoted. While each residence is unique, each supports excellence. Staff and student leaders live and work in each area, coordinating services and programmes that produce contented individuals.

**Health and Wellness**

The Health services promote and enhance good health and well-being of the entire community at UFH (Alice and East London). Programmes that are provided include Voluntary Counselling and Testing (VCT), Primary Health Care and dissemination of information that allows all students to make informed decisions regarding the effects of lifestyle choices.

Many students are encouraged to serve in various groups and programmes provided by this service: for example, peer educators, the Helping Hands (HIV/AIDS Support Groups). There are also, health professionals that ensure that students are provided the experiential opportunities
such as peer education and meaningful leadership roles on health issues. In addition information is provided to students on a range of professional medical service providers who can attend to almost any needs of the students.

**HIV/Aids Unit**

The primary focus of the HIV/AIDS Unit is to provide holistic approach in offering UFH students and staff wellness orientated HCT workshops, Gender and Stigma assistance, providing Peer Education programmes and working closely with community engagement programmes.

The main aim of the HIV/AIDS Unit is to prevent, control and manage HIV/AIDS/STIs & TB among the students and staff of the University of Fort Hare and its communities. Our vision is to mitigate the impact of HIV/AIDS/STIs and TB by promoting, advocating, facilitating and implementing innovative interventions among students, staff and surrounding communities at large.

We work closely with the DoH, HHHCC, UFH Health Care Center, NGO’s and HEAIDS funded programmes that seek to redress six programmatic areas (First things First Campaigns, LGTBI stigma and discrimination, Drug and Alcohol Abuse, Zazi women and girls empowerment, Brothers for Life masculinity programmes and TVET support services) on all three campuses Alice Campus, Bisho Campus and the East London Campus.

**Disability Unit (DU)**

Slogan: “Disability the new Ability”

**Persons with Disabilities (PWDs):**
The University is committed to providing equal opportunities for People With Disabilities (PWDs), both students and staff, to access, participate and experience the benefit of education and employment. Through the Disability Unit (DU) the University strives to provide an environment that not only enhance PWDs inclusion in University activities, but also increase their chances of success in their studies and employment.

**The University will endeavour to provide:**
- A service that respects the dignity, privacy, confidentiality and rights of PWDs;
- PWDs with appropriate physical access to all relevant campus facilities;
- Assistance in obtaining appropriate assistive devices and resources for PWDs;
- General training, guidance and awareness pertaining to disability issues;
- A facility on both campuses for PWDs to congregate and seek physical and emotional assistance;
- Assistance to PWDs who believe they have been discriminated against
What we need from PWDs:

- Preparedness to approach the Disability Unit for assistance;
- Disclosure of any special needs in order to ensure accurate planning and provision of services;
- Provision of documentation of assessments from recognised medical professional specialists to confirm disability where required;
- Acceptance of responsibility for meeting academic requirements with assistance from the University

Contact Details:

**DU Coordinator:** Mr Sam Van Musschenbroek (East London Campus)
Tel: 043) 704 7002
E-Mail: du@ufh.ac.za / samvm@ufh.ac.za

**DU Assistant:** Mr M Joyi (East London Campus) Tel: 043 704 7002
Location: Ground floor 50 Church Street (ask at the kiosk for directions)
Email: mjoyi@ufh.ac.za

**DU Assistant:** Ms Nosicelo Buwa (Alice Campus) Tel: 040) 602 2054
Email: nbuwa@ufh.ac.za
Location: Ground floor Student Affairs building (office number 20)

**Sport and Recreation**

While the primary function of Fort Hare is academic, the department of sports and recreation is committed to offering safe and quality programmes, facilities and services in order to foster personal growth. This is done by promoting healthy lifestyle choices in an environment that values, embraces and enriches individual differences, in which customer satisfaction is the priority.

Our broad sports programmes afford students access to inter-faculty leagues, wellness, and recreation activities, as well as programmes for those students who are more serious about sport and competition. As such UFH has committed to promote a variety of recreational and competitive sport programmes and encourages students to participate in these activities.

**Functions of Department**

- Mainly deals with all administrative work for various sporting codes and assist them affiliate to varying leagues.
- To provide opportunity not only for student but also staff as well to access better ways of living (recreational).
- To afford exposure (sports Wise) for our students to participate in amateur, semi-professional & professional leagues
- To create and maintain and continuously promote a vibrant and healthy lifestyle on all our campuses through promoting exercising (fun walks etc)
- Educating and uniting through sports via short courses (coaching), community outreach programmes and life orientation/programmes in general (HIV/Aids education). We form part of
awareness programmes. This entails courses availed to the Alice community in order to equip the locals and be able to use their services to our advantage.

- Promoting the University name through branding and participation in various national events & tournaments.
### Student Affairs Division Contact Details

#### Dean of Students Office

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>EMAIL</th>
<th>OFFICE TEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students</td>
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<td><a href="mailto:mgqeba@ufh.ac.za">mgqeba@ufh.ac.za</a></td>
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<td>Senior Administrator</td>
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<td>040 602 2590</td>
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#### Student Counselling Unit

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<tr>
<td>Manager</td>
<td>Vacant</td>
<td>Vacant</td>
<td>Vacant</td>
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<tr>
<td>Administrator</td>
<td>Ms S Manzi</td>
<td><a href="mailto:smanzi@ufh.ac.za">smanzi@ufh.ac.za</a></td>
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<tr>
<td>Intern: Admin Assist</td>
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<tr>
<td>Psychologist (EL)</td>
<td>Ms S Sharma</td>
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<td>043 704 7647</td>
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#### Disability Unit

<table>
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<tbody>
<tr>
<td>Coordinator</td>
<td>Mr S Van Musschenbroek</td>
<td><a href="mailto:samvm@ufh.ac.za">samvm@ufh.ac.za</a></td>
<td>043 704 7002</td>
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<td>Admin Assistant Alice</td>
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<td>040 602 2054</td>
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<tr>
<td>Admin Assistant EL</td>
<td>Mr M Joyi</td>
<td><a href="mailto:mjoyi@ufh.ac.za">mjoyi@ufh.ac.za</a></td>
<td>043 704 7002</td>
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#### Student Governance and Development

<table>
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<tr>
<td>Student Developer</td>
<td>Mr S Ncengwa</td>
<td><a href="mailto:sncengwa@ufh.ac.za">sncengwa@ufh.ac.za</a></td>
<td>040 602 2166</td>
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<tr>
<td>SRC Administrator Alice</td>
<td>Ms S Sifingo</td>
<td><a href="mailto:ssifingo@ufh.ac.za">ssifingo@ufh.ac.za</a></td>
<td>040 602 2603</td>
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<tr>
<td>SRC Administrator East London</td>
<td>Ms E Feni</td>
<td><a href="mailto:efeni@ufh.ac.za">efeni@ufh.ac.za</a></td>
<td>043 704 7153</td>
</tr>
<tr>
<td>Intern Admin Assistant Alice</td>
<td>Ms M Yolokazi</td>
<td><a href="mailto:myolokazi@ufh.ac.za">myolokazi@ufh.ac.za</a></td>
<td>040 602 2034</td>
</tr>
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#### HIV & AIDS Unit

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<tbody>
<tr>
<td>Manager</td>
<td>Mr L Makohliso</td>
<td><a href="mailto:lmakohliso@ufh.ac.za">lmakohliso@ufh.ac.za</a></td>
<td>040 602 2383</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Vacant</td>
<td>Vacant</td>
<td>Vacant</td>
</tr>
<tr>
<td>Administrator</td>
<td>Ms Z Ntsamba</td>
<td><a href="mailto:zntsamba@ufh.ac.za">zntsamba@ufh.ac.za</a></td>
<td>040 602 2245</td>
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## RESIDENCE

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<tr>
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</tr>
<tr>
<td>Administrator</td>
<td>Ms N Mahala</td>
<td><a href="mailto:nmahala@ufh.ac.za">nmahala@ufh.ac.za</a></td>
<td>040 602 2040</td>
</tr>
<tr>
<td>Admission Officer Alice</td>
<td>Mr M Njoba</td>
<td><a href="mailto:mnjoba@ufh.ac.za">mnjoba@ufh.ac.za</a></td>
<td>040 602 2040</td>
</tr>
<tr>
<td>Admission Officer</td>
<td>Mr L Mvunyiswa</td>
<td><a href="mailto:lmvunyiswa@ufh.ac.za">lmvunyiswa@ufh.ac.za</a></td>
<td>040 602 2040</td>
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## SPORT AND RECREATION UNIT

<table>
<thead>
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<tbody>
<tr>
<td>Senior Sport Officer</td>
<td>Mr L Lange</td>
<td><a href="mailto:llange@ufh.ac.za">llange@ufh.ac.za</a></td>
<td>040 602 2774</td>
</tr>
<tr>
<td>Administrator</td>
<td>Ms N Dikana</td>
<td><a href="mailto:ndikana@ufh.ac.za">ndikana@ufh.ac.za</a></td>
<td>040 602 2406</td>
</tr>
<tr>
<td>Senior Sport Officer</td>
<td>Mr H Cloete</td>
<td><a href="mailto:hcloete@ufh.ac.za">hcloete@ufh.ac.za</a></td>
<td>043 704 7156</td>
</tr>
<tr>
<td>EL</td>
<td>Mr H Cloete</td>
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<td>043 704 7156</td>
</tr>
<tr>
<td>Sport Officer 1</td>
<td>Mr Z Dumaphi</td>
<td><a href="mailto:zdumaphi@ufh.ac.za">zdumaphi@ufh.ac.za</a></td>
<td>040 602 2776</td>
</tr>
<tr>
<td>Sport Officer 2</td>
<td>Vacant</td>
<td>Vacant</td>
<td>Vacant</td>
</tr>
<tr>
<td>Sport Officer 3</td>
<td>Mr S Feni</td>
<td><a href="mailto:sfeni@ufh.ac.za">sfeni@ufh.ac.za</a></td>
<td>040 602 2721</td>
</tr>
<tr>
<td>Admin Officer</td>
<td>Ms M Rodolo</td>
<td><a href="mailto:mrodolo@ufh.ac.za">mrodolo@ufh.ac.za</a></td>
<td>040 602 2718</td>
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## HEALTH CARE CENTRE

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<tr>
<td>Manager</td>
<td>Sr M Kalipa</td>
<td><a href="mailto:mkalipa@ufh.ac.za">mkalipa@ufh.ac.za</a></td>
<td>040 602 2694</td>
</tr>
<tr>
<td>Administrator</td>
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<td><a href="mailto:nmbana@ufh.ac.za">nmbana@ufh.ac.za</a></td>
<td>043 704 7617</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Ms V Luhadi</td>
<td><a href="mailto:vluhadi@ufh.ac.za">vluhadi@ufh.ac.za</a></td>
<td>043 704 7615</td>
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<tr>
<td>East London</td>
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<td>040 602 2494</td>
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<tr>
<td>Professional Nurse Alice</td>
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<td><a href="mailto:lsimandla@ufh.ac.za">lsimandla@ufh.ac.za</a></td>
<td>040 602 2106</td>
</tr>
<tr>
<td>Professional Nurse Alice</td>
<td>Sr N Tom</td>
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<tr>
<td>East London</td>
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OFFICE OF INTERNATIONAL AFFAIRS

The Office of International Affairs vision is to engage in a vibrant and viable internationalisation agenda that is internationally recognised, culturally enriching and promotes a diverse approach to academic excellence through international best practice.

The University of Fort Hare is committed to promote International Relations through co-operative and collaborative linkage partnerships, international programmes and activities with fraternal institutions of higher education within the Higher education regulatory framework, provisions of the national planning and policy imperatives, whilst also ensuring consistence with the Vision, Mission and the Goals of the university.

With over 1000 International students from across the globe registered, the International Affairs Office ensures a smooth transition and study experience for the students. The Office also has the dual function of serving the university's international students and scholars who are interested in mobility programmes for faculty and students, through an extensive network of partner collaborators on campus and abroad. It also strives to support these three core values; research development, improved services for international students and community engagement.

International Affairs Office Operates within the following structures;
- International programmes and Partnership
- Mobility Programmes
- Student Life and Services
- Immigration
- Internationalization

Student life and Services
International Student Life Section (ISL) enhances the student-learning environment through programs and services that internationalize the campus experience. This is accomplished through focused and intentional efforts in three core areas:

Transition & Support
Services and programs aimed at supporting international students to assist with their ongoing transition to the University of Fort Hare.

Programming & Outreach
Opportunities and events designed for the communities to share, explore, and learn about cultures in an effort to build an inclusive and internationalized campus.

Leadership & Engagement
Volunteer and leadership opportunities that promote global citizenship through individual growth, and cross cultural learning and development.
Mobility, Partnership and Collaboration
UFH is the only University that forms part of all 4 ERUSMUS MUNDUS (Funded by the EU) Consortia programmes.

Office of International Affairs Services
The International Office serves as a central hub for international students, providing support across a large platform, which includes:

- Assisting prospective students with questions regarding admission, academic affairs, visas, study permits and accommodation
- Providing on-going practical and emotional support to students far removed from their familiar support structures
- Ensuring internationalisation of activities in the campus to improve student experience
- Facilitating MOU’S and University Partnership agreements

Additional services provided by the International Office comprise:

- Seeking, supporting and facilitating opportunities for Fort Hare staff and students to experience academic life at international partner universities through mobility exchange programmes
- Developing and promoting the concept of "internationalisation at home" and ensuring that the entire Fort Hare community benefits from the growing internationalisation at Fort Hare
- Liaising with foreign embassies in South Africa
- Working with the Department of Home Affairs regarding the renewal of study permits and new study visa applications
- Negotiating, facilitating and managing international inter-institutional agreements and partnerships
- Facilitating academic visits
- Promoting and supporting academics in international /local conferences/workshops

Medical Insurance Cover
In order to register in any tertiary institution in South Africa, all international students are required to have a legitimate medical cover in terms of the Immigration Amendment Act 19 of 2004.

Recommended medical covers represented on campus:
- Compcare - www.compcare.co.za
- Momentum - www.ingwehealth.co.za

Immigration
Any student, who is not a South African citizen or a permanent residence in South Africa, must be in possession of a study visa in order to register at the University. It may take up to three months to obtain a study visa and prospective international students are advised to apply as early as possible.

As from May 2014 the new immigration Act requires all international students applying for study permits in South African to apply through VSF Global through online services www.vfsglobal.com/dha/southafrica/.

VSF online services include:
1. Study Visa
2. Study Renewal Visa
3. Visitors Visa
4. Critical Skills Visa
5. General Work Visa amongst other services

All applications for study visas need to be submitted at the South African embassy or consulate for your country of origin. *You cannot apply for a new study visa/change of visa within South Africa's borders.*

**How to apply for a Study Visa**

The applicant must first apply and be accepted by the University of choice before they may apply for a study visa. For this, the applicant needs a provisional admission/acceptance letter from the University. Students will not be able to obtain a valid study visa without an admission letter.

**Documents required for a Study Visa / Study Visa Renewal**

1. An original letter of acceptance from the university
2. A valid passport
3. Proof of comprehensive medical insurance
4. Proof of accommodation
5. A Radiology Report not older than 6 months
6. A medical report not older than 6 months
7. Police clearance certificate issued by the police
8. Proof affordability of fees (letter by guardian/parent undertaking to support the student, bank statement indicating affordability and copy of passport or identity document). Or a scholarship or sponsorship letter by organisation or University.

**Evaluation of International Qualification**

**Undergraduates**

All applicants with non-South African School-leaving require a certificate of exemption from the Matriculation Board of South Africa for admission into an undergraduate qualification. For more information regarding the Matriculation Exemptions please visit the Matriculation Board website on www.he-enrol.ac.za.

**Postgraduates**

All applicants with non-South African qualifications are required to have their qualifications evaluated by the South African Qualifications Authority (SAQA). For more information regarding evaluation of qualifications please visit the SAQA website: Please note that all foreign qualifications must be evaluated by the South African Qualifications Authority before an application form is forwarded to the University. It is the responsibility of the prospective student to forward his/her documentation to SAQA. [http://www.saqa.org.za](http://www.saqa.org.za)
Home Affairs Centres
All permit related queries are now dealt with in regional offices by VSF Centres, for Eastern Cape the offices are in Port Elizabeth.

International Students Association
ISA is a student organisation under the office of International Affairs that acts as a bridge between the international students and the office, assisting with the handling of student welfare, entertainment, issues as well as championing internationalisation. ISA is responsible with the guidance of the international office in welcoming international students and ensuring a hassle free registration period. As an organisation we support the fight against gender based violence amongst other cultural trends affecting our society. ISA is also involved in various community based projects in partnership with other societies within the institution. ISAs main objective at the end of the year is to ensure through the international office every student feels at home away from home.

Members of Staff:

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PLANNING AND QUALITY ASSURANCE UNIT (PQA)

The PQA Unit has three principal functions. These are:

- Strategic and academic planning, including its monitoring and evaluation;
- Quality assurance, regarding both academic and support services; and
- Management information, including external reporting and institutional research.

These functions overlap and reinforce each other, playing critical roles affecting the University’s operations, strategic direction, academic structure, its positioning and ultimately its success.

The PQA Unit is committed to ensuring that the University offers quality education and services to our students and the broader community by means of an overarching quality system and quality cycle that functions through reviewing the goals and activities of academic departments and support services divisions, with the aim of continuous improvement and innovation. The PQA Unit acts as a clearing house, catalyst and monitor for innovation in quality, teaching, research and service delivery, keeping in mind the diversity and unique needs of our student body. It also fulfils the functions of communication, interpretation and integration of policy, as well as support in institutional processes. The Unit works closely with the various Quality Assurance committees within the institutional context. The fundamental view of the PQA Unit is that quality enhancement is everyone’s concern.

The PQA Unit plays a major role in strategic and academic planning, guiding and advising academic and support units with regard to internal and external changes and trends as well as their potential opportunities and consequences. It also helps to determine student enrolments as well as having an important benchmarking, monitoring and evaluation function.

Finally, the PQA Unit is responsible for reporting management information data to the Department of Higher Education and Training, a critical function that ultimately determines institutional subsidies. This same information is also used internally for a variety of purposes, including institutional research.

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Quality Assurance Unit:
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RESEARCH AT THE UNIVERSITY OF FORT HARE

The University of Fort Hare is committed to the promotion of research as a core university activity and to the building of research capacity. Its research strategy recognizes the need for research to address local, regional and national needs. It seeks ways to engage in a critical dialogue with partners to build research in areas which complement the University’s historical niche as an African university whilst ensuring internationally recognized excellence.

The University is supported by the National Research Foundation and participates in its IRDP, Thuthuka and Focus Area Programmes. It has approved Research Niche Area programmes in: Water Resource Management; Sustainable Agriculture and Land Use Strategies; Culture, Heritage and Social Transformation; and Rural Household Economics. In collaboration with THRIP, Telkom funds a Centre of Excellence in the Computer Science Department. Among the major supporters of research are the CSIR, ESKOM, the Medical Research Council, the Mellon Foundation, SANPAD, the Development Bank of South Africa and the Water Research Commission, as well as national and provincial government departments.

Research administration at the Faculty level is overseen by the Faculty Research Committees, which coordinate and promote research among staff and students while the administration and promotion of post-graduate studies at the Faculty level is overseen by the Faculty Higher Degree Committees.

The office of the Dean of Research is housed in the Govan Mbeki Research and Development Centre (GMRDC) based at both the Alice and East London Campuses.

GOVAN MBEKI RESEARCH AND DEVELOPMENT CENTRE (GMRDC)

The Govan Mbeki Research and Development Centre (GMRDC) was established through the amalgamation of the earlier office of the Dean of Research and the former Govan Mbeki Research Resource Centre (GMRRC). The Centre acts as a service to staff on all research and Research and Development related matters across all campuses and administers the University’s research budget. It stimulates, promotes and builds research capacity among staff and postgraduate students and works in collaboration with donors and national and international research bodies. The Centre also develops and monitors the implementation of - the University’s research, postgraduate and research ethics policies.

The Directorate of Post-Graduate Studies is located within the GMRDC and is responsible for the promotion, development and implementation of post-graduate teaching, services and activities across all campuses. Its main physical base is on the Alice Campus and on the East London campus within the Research and Post-Graduate Centre at 4 Hill Street.

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TEACHING AND LEARNING CENTRE

The Teaching and Learning Centre (TLC) was established in 2004 to address the changing needs of Higher Education. The focus of the Centre is to foster teaching and learning excellence to enable students and staff to derive the greatest possible benefit from the academic environment at UFH. The Centre was launched to play a strategic role in all areas of teaching and learning in order to realize the UFH’s vision and mission. The TLC is a stand-alone Centre under the leadership of a Director, who reports to the DVC: Academic Affairs. The Centre provides support to academics and students through a variety of initiatives, programmes and services in three key areas: teaching development which incorporates professionalization of academic staff, the development of student learning, and the integration of technology-enhanced learning. These efforts have been further enhanced by the availability of the University Capacity Development Grant from the DHET.

The TLC’s vision is to be an innovative, well-resourced centre with committed, professional staff contributing to teaching and learning excellence through reflective and research-based practice.

The TLC’s mission is to develop and promote responsive and relevant teaching and learning communities of practice.

The vision and mission will be realized through:

- Professionalisation of higher education teaching practice through the provision of ongoing academic staff enhancement and development through programmes such as the Post Graduate Diploma in Higher Education and Training (PGDHET)
- The provision of student support and development initiatives for maximisation of learning such as Supplemental Instruction, the Language Writing Advancement Programme, and Tutor Training
- The integration of technology to enhance teaching and learning;
- Collaborative development and review of policies to ensure teaching and learning excellence;
- Promoting the scholarship of teaching and learning, as well as scholarly teaching practice;
- Supporting the design and development of innovative learning programmes; and
- Pursuing internal and external partnerships to further develop teaching and learning.

MEMBERS OF STAFF

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<thead>
<tr>
<th>Director</th>
<th>Prof V Nkonki</th>
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<td>Manager (Alice Campus)</td>
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<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
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<td>Project Manager</td>
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CENTRE FOR TRANSDISCIPLINARY STUDIES (CTS)

Over the past decade, the University of Fort Hare has shown interest in a properly coordinated and structured transdisciplinary project. This interest coincided with the national policy imperatives that are linked to the Department of Higher Education and Training and the Council on Higher Education (CHE). This quest for transdisciplinarity relates to the limitations of the present modes of knowledge generation and production to address increasingly complex societal challenges and to “produce knowledge that is more relevant to South Africa’s social and economic needs, more representative of the diversity of its knowledge producers, and more inclusive of the variety of sites where knowledge is produced” (Undisciplining Knowledge Production Winberg 2006:159)

Thus, in 2006 when, as part of the celebrations of the 90th Anniversary of the University of Fort Hare, the Vice-Chancellor launched a process to re-create the curricular project of the University, the idea of a Centre for Transdisciplinary Studies (CTS) was mooted. Subsequently, many meetings and discussions were held. These involved everybody in the University and outside guests came to speak to the University community. As a result, many novel and exciting ideas emerged that produced a shared understanding and a political-will within the University.

In 2008, the Senate and Council approved the development of the Grounding Programme, which later on became the Life, Knowledge, and Action Grounding Programme (LKA/GP). The LKA/GP, in brief, is the most visible transdisciplinary programme at the University of Fort Hare and its major focus is being a solid “core undergraduate programme of the university that establishes a transdisciplinary ethos in students. It encourages them to find ways in which they can use their knowledge to the benefit of society” (Academic Review, 2010). The LKA Programme emerged as part of curriculum transformation within the University.

The structure and human resource requirements of the programme have evolved over time, from the stage when the LKA/GP was being piloted in 2009 through to 2012, when the Centre for Transdisciplinary Studies was operationalized. The Centre for Transdisciplinary Studies also promotes transdisciplinary community engagement, research and dialogue through collaborative projects with various university stakeholders.

VISION AND MISSION STATEMENTS OF THE CENTRE FOR TRANSDISCIPLINARY STUDIES (CTS)

Vision

To be the Centre of excellence grounded on humanizing pedagogy, African philosophic thought and transdisciplinarity, aiming to be amongst the leading transdisciplinary Centres in the country by 2022.
Mission

To serve the University Community through transdisciplinary teaching and learning, research and community engagement.

Objectives of the Centre for Transdisciplinary Studies (CTS)

- To serve as a facilitative unit that coordinates research from diverse fields - transdisciplinary research.
- To conduct research in transdisciplinarity.
- To facilitate transdisciplinarity across the University’s teaching and learning.
- To offer the LKA/GP within the University of Fort Hare.
- To establish an active dialogue with different forms of knowledge that will encourage the creation of a dynamic exchange between the exact sciences, the social sciences and the indigenous knowledge systems.
- To establish and participate in community engagement projects.
- To offer a transdisciplinary postgraduate research programme by 2022.
- To organise and participate in transdisciplinary colloquiums, seminars, conferences and press briefings.

Defining the Life, Knowledge, Action Programme (LKA/GP)

The Life, Knowledge, Action: The Grounding Programme (LKA-GP) is a first year 16-credit semester programme that can be described as a transdisciplinary teaching and learning experience based on a just, humanising and collaborative pedagogy that builds on students’ knowledge as a way of developing compassionate, socially-engaged, critical and responsible citizens. Its genesis lies in the reflexive capacities and inclinations of the University. Consequent to an introspective exercise, the University decided in 2007 to implement a programme aimed at tackling some of the challenges facing higher institutions of learning, communities and students. Founded on the principles of Africanisation, ubuntu, dialogue, community service, critical thinking and social engagement, the pilot of the LKA-GP was launched on 13 July 2009.

The implication of this transdisciplinary approach to teaching and learning and research, basically, means that the boundaries between the basic sciences (physical sciences) and the social and human sciences will be narrowed. Students in the different faculties, departments and programmes will, as a consequence, follow a common direction that makes knowledge integrative and holistic. In the process, limitations of disciplinarity, multi-disciplinarity and inter-disciplinarity will be overcome. Students are thus enabled to study different disciplines in a combinatory manner.

The LKA/GP is thus, meant to straddle the interface of knowledge, reflection and value formation. Its goals include assisting students in their formation of a set of values and ethics for their lives. It seeks to do so through exposing students to knowledge and experiences that help them to become more conscious, critical and creative, rather than suggesting a more prescriptive or technical approach to value formation.
CTS Staff

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Intern (Alice), B Com (Industrial Psychology), B Hons IPS
HUNTERSTOUN CENTRE, HOGSBACK

The Hunterstoun Centre was set up by the University of Fort Hare as a place for creative thinking, writing and conversations. The Centre operates from the lovely stone family home of Monica Hunter Wilson. The property was originally part of the farm Hunterstoun, still owned by the Wilson family. The cliff edge view overlooks the Tyhume Valley with the Alice Campus of the University in the distance some 30 km away. The quiet, beautiful environment is perfect for its current and planned future activities.

At present the Centre is used largely for off-campus university linked activities for example, academic writing workshops, discussions, strategic planning by academic and support function groups. It is also a place for quiet reflection, reading and writing by individuals in the purpose-built library.

The Centre houses the special collection of social anthropologist, Monica Hunter Wilson in the library.

The Hunterstoun Board is responsible for oversight and strategic planning while a UFH Internal management Exco oversees issues which arise between Board meetings. The Centre is funded by the University, with income from workshops and activities contributing to the running costs.

The current use of the Centre is somewhat curtailed by groups staying for more than one day having to be accommodated in one of the local hotels. This is costly while also limiting the collegial opportunities possible in a residential facility. Plans are underway for the renovation and upgrading of the existing Centre buildings. The longer term vision is to develop accommodation for 30 people on site, with a fellow-in-residence programme, but this can operate in tandem with expanded use by short term groups.

The Hogsback settlement is a popular tourist setting. Nestled in the Amathola mountains, the area offers indigenous forest walks, spectacular waterfalls, mountains to climb and magical views all within close walking distance of Hunterstoun Centre.

Please contact the office to make a booking.

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Members of Staff:
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Office administrator: Mr Chris Gladwin.
Garden and maintenance: Mr Phumlani Vusani
Catering/ cleaning: Ms Phumla Ngalo
Catering/ cleaning: Ms Zimkhitha Fihla
CENTRE FOR LEADERSHIP ETHICS IN AFRICA (CLEA)

CLEA is an inter-disciplinary research centre for promoting African leadership. Seeking to augment the educational, intellectual and moral legacy and mission of UFH, CLEA conducts research in African Political Theory and Ethics, teaches post-graduate students and provides public lectures and colloquia for the University and the wider community. Working closely with related departments and research units at UFH, CLEA aspires to foster constructive dialogue and debate through research, teaching, seminars, workshops and conferences and in so doing advocate a realistic moral agenda for African leadership.

CLEA delivers original perspectives on leadership in practical ethics, critical theory and intellectual history, to build on and strengthen leadership values associated with economic freedom and democracy in Africa. Overarching themes include moral competence, courage, dignity, ideology, reconciliation, gender, authority, kinship, the family, responsibility, justice, governance, imperialism, trusteeship, sustainable development, poverty, land reform and tenure security.

Ethical leadership and public virtue are key factors in sustainable human development and democratisation. African leadership principles and practices can accelerate socio-economic transformation and contribute to the “reconstruction and development of the South African soul”, or moral regeneration (Nelson Mandela), against corruption and non-delivery, as critical components of the war against poverty (Thabo Mbeki). Ethical leadership must be nurtured over time. There is a need to integrate a practical ethical focus into the curriculum at every level of education. Institutions of Higher Learning are key, since they provide society with a substantial proportion of its leaders.

Being particularly perceptive and alive to the moral leadership challenges of our continent, the University of Fort Hare created a dedicated institutional space in the Centre for Leadership Ethics in Africa to contribute to the moral development and wealth of African society. Since a large percentage of UFH students become leaders in institutions, organizations and communities of southern African society, UFH is well-positioned to develop ethical leadership in and through the leaders who study here.

CLEA offers postgraduate supervision in African Leadership, with a disciplinary basis in Ethics, Political Theory, Intellectual History, and Critical Theory.

The Centre maintains active collaborative working arrangements with: African Political Theory Association (APTA), Theoria: a journal in social & political theory, Azanian Philosophy Society (APS), SA Association of Political Science (SAAPS), Philosophical Society of Southern Africa (PSSA), Thabo Mbeki African Leadership Institute (TMALI, UNISA), African Leadership Centre (ALC, U Nairobi), Allan Grey Leadership Centre (U Rhodes), School of Politics and International Relations (U Cardiff), Centre for Social and Political Thought (U Sussex), Department of Philosophy, Texas State University (TSU, San Marcos), Cardiff School of Law and Politics
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Contact Details:

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FORT HARE INSTITUTE OF SOCIAL AND ECONOMIC RESEARCH (FHISER)

INTRODUCTION

The Fort Hare Institute of Social and Economic Research (FHISER) is a multi-disciplinary research institute which was established at the University of Fort Hare in 2004. It is located on the East London campus. FHISER’s location in East London situates the Institute at the geographical, political, economic and administrative hub of the Eastern Cape. This proximity of the Institute to government, business, donor agencies and NGOs creates excellent opportunities for synergies between research and development.

FHISER focuses on academic and applied research designed to produce new world leading knowledge that also informs evidence based development policy making and implementation. The Institute does not only draw on the rich history of advanced interdisciplinary social sciences and humanities critical enquiry and scholarship Fort Hare is known for globally, but has also positioned itself as an institutional research space and thought leadership platform on current complex South African socio-economic, cultural, environmental and political issues. Its South African focused research agenda draws extensively from comparative critical scholarship from the rest of the global South.

FHISER is committed to a multi-disciplinary research tradition:

(a) by applying internationally recognized research and development best practices to produce innovative academic and applied research outputs
(b) by continuously initiating and undertaking new primary research in rural and urban communities around the Institute’s major research themes
(c) by conducting research which informs evidence-based decision making at local, provincial and national government levels
(d) by advancing science for policy, which relates to ensuring that policymakers are acting on the basis of the latest and best science evidence
(e) by establishing research partnerships with other universities, as well as public and private sector concerns so as to advance research and innovation
(f) by offering internships and training opportunities within the Institute’s research programmes for emerging scholars, postgraduate students and development practitioners.

RESEARCH PROFILE

FHISER has three components of research, training and development:

1. **Academic Research**
   As a university research institute, we conduct primary academic research. Our researchers have published books, book chapters and articles in leading international and national accredited
journals.

2. **Applied Research**

Our academic research overlaps with applied research work. We conduct applied research for local, provincial and national government policy makers as well as international organisations (e.g., UN agencies, World Bank) and NGOs such as Ford Foundation, Oxfam South Africa, Hivos Southern Africa and World Vision.

3. **Research Training and Development**

Our third component is postgraduate student training and development. Our researchers supervise local and international PhD and M SocSc candidates on a variety of social sciences research projects. A vibrant structured MA in African Studies is also taught by FHISER researchers and other lecturers from within the university. Most of our PhD, MA and M SocSc students intern as research assistants in our research projects.

At FHISER we are thus able to work between academic and applied research contexts. The Institute has an excellent track record of working with government, international organisations, NGOs and CBOs on research projects concerning some of the most pressing social, economic, political, environmental and health problems provincially and nationally. We also have a strong track record of working in rural areas and with traditional leaders and community institutions in the most remote parts of the Eastern Cape Province.

**RESEARCH THEMES**

The Institute is currently pursuing five main research themes with exceptional dynamism and academic enterprise. These are:

1) Climate Resilience Futures
2) Migration and Citizenship
3) Gender and Social Transformation
4) Rural Youth Capabilities and Livelihoods
5) Culture and Heritage

**STAFF MEMBERS**

The Institute’s researchers and research associates come from a wide range of disciplines, including development studies, sociology, economics, history and anthropology.

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PHYSICAL AND POSTAL ADDRESS:

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The IsiXhosa National Lexicography Unit, (formerly Xhosa Dictionary Project) is a culmination of a project of the University of Fort Hare which started in 1968, under the late Prof W H Pahl, as its Director and Editor-in-Chief. It was a response to a need by students of IsiXhosa, for a modern, definitive, scientific standard dictionary. The IsiXhosa National Lexicography Unit shall herein be referred to as the Unit.

The Pan South African Language Board (PanSALB), a body established by an Act of Parliament under the Department of Arts and Culture and entrusted with inter alia, with the development of all languages of South Africa, set up eleven national lexicography units, i.e. one for each of the official languages in South Africa. The IsiXhosa National Lexicography Unit was then transformed, hence the new name IsiXhosa National Lexicography Unit, XNLU for short i.e IZiko loChazomagama leSizwe lesiXhosa.

The Unit is governed by a Board of Directors. There is a clause in the formation of the Board which states that there must be a representative from the host University on the Board of Directors. Thus Dr Sibizwa Mdaka from the Department of African languages was appointed to represent the university; he is also the Chairperson of the Board. The Deputy Chairperson is Professor Dion Nkomo, a lexicography expert from Rhodes University and some other representatives from other institutions. To date the Unit has published three volumes of the Greater Dictionary of IsiXhosa (GDX). Volume 3 was published in 1989 and it comprises alphabet letters from Q-Z (Editor-in-Chief was Prof W H Pahl). Volume 2 was published in 2004 (Editor-in-Chief was Prof B M Mini) and it comprises alphabet letters from K-P. Lastly, Volume 1 comprises alphabet letters from A-J was published in 2006 and Monolingual dictionary published 2008(Editor-in-Chief was Mr S L Tshabe). The Greater Dictionary of IsiXhosa (GDX) is a comprehensive dictionary with definitions given in isiXhosa and then translated into English and Afrikaans. By its trilingual nature, it would be of assistance to translators and interpreters as well. It would increase the capacity to adopt science and technology for economic development. Lemma entries of these volumes are thoroughly researched and defined. The GDX has addenda which contain valuable information on linguistics; historical and cultural aspects of isiXhosa. The monolingual was the first of its kind in isiXhosa, all headwords and definitions were given in isiXhosa, it is mainly aimed at assisting learners who find it difficult to understand words in isiXhosa language. In 2014 the XNLU has published Isichazimagama seMathematika neNzululwazi, a specialised dictionary in Mathematics and Science in order to assist learners to understand concepts better in home language. In assisting learners to read and write with understanding at an early age, in 2018 the Unit published bilingual isiXhosa & English pictorial dictionary for the Foundation Phase of schooling; and in 2019 the bilingual isiXhosa & Afrikaans pictorial dictionary was finalised to cater for the literacy needs for learners in the Western and Northern Cape provinces. Currently, the Unit is embarking on three major dictionary projects which are running concurrently (i) isiXhosa comprehensive monolingual dictionary (ii) on-line/digital isiXhosa dictionary; (iii) bilingual isiXhosa & English dictionary for General Education Training and Further Education Training level of schooling.

This monumental work represents a giant step towards providing home language (HL) and first additional language (FAL) of isiXhosa with a major reference text that will enable them to make use of
this language to the maximum, whilst simultaneously making it possible for them to actively partake in a multilingual environment. It therefore gives practical meaning to the government’s intention to promote multilingualism. In 2018 the XNLU celebrated 50 years of its existence with a monumental achievement in history of lexicography in South Africa, isiXhosa is the first language in Southern Africa to produce comprehensive trilingual dictionary which is the Greater Dictionary of isiXhosa (GDX). The XNLU spearheaded the 1st National Celebration of Dictionary Day (an annual event on October 16th) in history of South Africa dictionary production, which was adopted by Pan South African Language Board (PanSALB) to be replicated for all lexicography Units in South Africa. This event is done to promote dictionaries as tools to preserve culture; heritage; identity and language. As well as to project the significance use of dictionaries in education. The first of its kind initiative in the Eastern Cape Province, the XNLU promotes dictionary culture for the Eastern Cape Department of Education, this is a community engagement project sponsored by National Lotteries Commission (NLC) to equip teachers and learners with dictionary user-skills. The Unit donate dictionaries and provide training for under-resourced schools.

The XNLU is privileged to have staff members who have extensive experience to assist on issues relating to theory of lexicography; terminology development; intellectualization of African languages; multilingualism and promotion of indigenous knowledge system. The Unit also assist students who want to pursue their research on development of African languages, particularly isiXhosa. It is an open centre for public use; students; researchers; learners and language practitioners are welcome to visit the Unit during office hours to get information on language related matters. The XNLU is also in collaboration with Rhodes University lexicography section, from time to time Rhodes students for lexicography visit the unit to get hands-on experience on dictionary production. The marketing strategy of the Unit for its products is built on the perceived demand for quality lexicography products in isiXhosa like monolingual dictionaries; bilingual dictionaries; and multilingual dictionaries. The Unit strives to incorporate technology in the form of information science to meet the demands of the end-users of its products while advancing isiXhosa to be a language used in all domains of life especially education, commerce and other public spheres. At the same time the Unit wishes to use the opportunity to build and cement good interpersonal communication with its stakeholders and customers through its interactive website (www.xnlu.ufh.ac.za).

**XNLU Board Members:**
Dr Sibizwa Mdaka (Chairperson)
Prof Dion Nkomo (Deputy Chairperson)
Dr Feziwe Shoba
Mr Luvuyo Martins
Mr Vuyani Nkunzi
Mr Fikile Gosa
Mr Fumanekile Dyubhele
Mr Xolisa Tshongolo

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NATIONAL HERITAGE AND CULTURAL STUDIES CENTRE (NAHECS)

Where Liberation History, Heritage and Culture Meet Scholarship

HISTORICAL BACKGROUND

The National Heritage and Cultural Studies Centre (NAHECS) was first established in 1981 as the Centre for Xhosa Literature attached to the then Faculty of Arts. From that time, it accumulated, documented and preserved oral and written literary material pertinent to the isiXhosa Language with the purpose of making those sources available to researchers and members of the public. In 1991 it was renamed the Centre for Cultural Studies (CCS) as it added objectives to promote knowledge and understanding of human activities pertinent to heritage and culture in South Africa. Thereafter collection and preservation of appropriate material evidence, the study and exposition of the country’s heritage and culture became a necessity.

From 1998, the Council approved a second change of name to the National Heritage and Cultural Studies Centre (NAHECS). NAHECS thus became a broad-based institution that focuses on archival, museum, heritage and cultural studies unit, with measured research on transformation of these. In that same year, its significant museum collections were unanimously declared ‘national cultural treasure’ by South African Parliament.

VISION

NAHECS is a bona fide archival, curatorship and academic unit of the university. It envisions itself a major conservation, academic and research institution in respect to heritage and cultural studies and liberation history in Africa, accessible to the scholarly community and the public, and as a centre of excellence engaging in national and international scholarly discourses, producing critical knowledge, and expanding the intellectual capacity of the South African nation.

MISSION

NAHECS, working with academic units, interdisciplinary programmes and strategic partners pursues the mission of acquiring, conserving, processing, developing and managing liberation history and cultural archives, literature, works of art, artifacts and intangible heritage materials. The Centre enables students and array of scholars to explore and study empirical materials in order to produce knowledge in a manner that empower participants in its respective programmes. These are geared to contribute towards the process of defining or redefining social relations, issues of identity, heritage and cultural policy, and also for vivifying the historical role and the expansion of critical intellectual tradition of the University.
ART AND ARTIFACT COLLECTIONS

Estelle Hamilton-Welsh Collection
This collection donated to Fort Hare in 1963 by Estelle and Fred Welsh was gathered between the years 1880 and 1940 and consist indigenous African objects that reflect the heritage of the Eastern Cape, Mpumalanga and KwaZulu Natal. The collection consists of beadwork, clothing costumes, wooden artifacts, and those of medicines and weapons from various historic ethnic groups of Xhosa, Mfengu, Thembu, Mpondo, Zulu and Ndebele origins.

F S Malan Collection
This collection donated to Fort Hare during the mid-1930s by FS Malan, who was one of council members at the time, contains a wide range of Southern African ethnographic artefacts. It includes mainly beadwork, cloth, animal skin bags, traditional skirts dyed in red and yellow ochre for girls and women, agricultural implements, traditional hunting weapons, medicines, specimens of edible plants, indigenous divining bones and equipment, as well as carved wooden walking sticks. This collection reflects the diversity of culture of different ethnic groups such as those of the Xhosa, Mfengu, Mpondo, Zulu, Shangaan, Swazi, Venda, Pedi, Sotho, Tlokwa and Ndebele peoples of Southern Africa. The artifacts were collected from as far as the provinces of Mpumalanga, Limpopo, the North West and the Free State.

Contemporary South African Black Art and Artists
The University of Fort Hare and NAHECS in particular is renowned for its custodianship of contemporary South African Black Art Collection that covers a wide range of fine art disciplines. These encompass etchings, woodcuts, wood blocks, linocuts, serigraphs, drawings, paintings and sculpture that represent more than 150 artists. The majority include internationally recognised personages such as Gerard Sekoto, George Pemba, Sydney Khumalo, John Muafangejo, Lucas Sithole, Ephraim Ngatane, John Mohl, Cyprian Shilakoe, Ezrom Legae, Louis Maqhubela and Dumile Mhlaba Feni. The most important section of the collection dates from 1930 to 1950 among which Sekoto and Pemba pioneered township art. The paintings and prints produced between 1960 and 1970 are complex in content, and lay the foundation for the development of art in the following decades. The third period covered by representatives of this collection is between 1970 and 1990. It covers a wide range of subjects of historical importance.

Archives of the South African Liberation Movements
Importantly the University is the custodian of the archives of the Liberation Movements, most of which was donated by various black political parties after their unbanning after 1990. These include records of the African National Congress (ANC), Pan Africanist Congress (PAC), the Azanian Peoples’ Organisation (AZAPO), the Black Consciousness Movement (BCM), the Unity Movement (UMSA), and the New Unity Movement (NUM) as well as the Sport and Liberation Materials Collection.

Personal papers of a number of activists and the records of the Federation of Seminaries (FEDSEM) are in the archives. The University Records also form a large collection. NAHECS is currently embarking on acquiring, processing and developing a Sports Liberation Materials Archive.
ACADEMIC PROGRAMMES AND RESEARCH

NAHECS staff serve the research needs of scholars and students interested in South Africa’s liberation history, heritage and culture, and some participate as lecturers, supervisors and facilitators in appropriate academic disciplines at the University.

The Centre facilitates research initiatives that are pertinent to the historic Kat and Tyhume river valleys and the broader Amathole Montain range, all of which encompass the geographical locus of the University and the historical mission schools such as Healdtown and Lovedale. NAHECS further initiates, and promotes, as well as facilitates research based on its archives, artefacts and art works. It encourages research on living heritage subjects, including Indigenous Knowledge Systems and Indigenous Music and Orality.

Appropriately qualified NAHECS staff members also teach undergraduate courses and modules and supervise students pursuing thesis-based MA and PhD degrees in various academic disciplines of the University.

Members of Staff

Director: Prof L Wotshela
Senior Curator: Vacant (to be filled in January 2020)
Senior Archivist: Mr M Maamoe
Assistant Archivist: Mrs Nomthadazo Cwaba-Jaza
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President Nelson Mandela launched the Nelson Mandela Institute for Education and Rural Development (NMI) at the University of Fort Hare in 2007, to take forward his legacy work in the area of education and rural development.

The NMI was founded as a partnership between the University of Fort Hare, the Department of Basic Education, and the Nelson Mandela Foundation, based at the University of Fort Hare within the Faculty of Education. The Institute is governed by a Board of Trustees representing the University, the Department of Education and innovators in education and rural development.

The mandate of the organisation is to work in long term partnerships with rural schools and communities to develop sustainable solutions to improve public quality education into the future. The Institute focuses on early grade African language based bi-literacy and mathematics, developing specialist understanding of teaching and learning in African language dominant settings.

As a part of the Faculty of Education, the NMI contributes to the development of the isiXhosa-English bilingual Bachelor of Education for Foundation Phase educators, launched in 2018.

Members of Staff:

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