



Buitengewone
Staatskoerant
Government Gazette
Extraordinary

(As 'n Nuusblad by die Poskantoor Geregistreer)

(Registered at the Post Office as a Newspaper)

(REGULASIEKOERANT No. 435)

Prys 10c Price
 Oorsee 15c Overseas
 POSVRY - POST FREE

(REGULATION GAZETTE No. 435)

Vol. 15.]

PRETORIA, 8 JANUARIE 1965.
 8 JANUARY

[No. 996.]

GOEWERMENSKENNISGEWING.**DEPARTEMENT VAN INDIËRSAKE.**

No. R. 47.] [8 Januarie 1965.]

**WET OP UITBREIDING VAN UNIVERSITEITS-
 OPLEIDING, 1959 (WET No. 45 VAN 1959).—
 REGULASIES—UNIVERSITEITSKOLLEGE VIR
 INDIËRS.**

Kragtens die bevoegdheid my verleen by artikel *ses-entertig* van die Wet op Uitbreiding van Universiteitsopleiding, 1959 (Wet No. 45 van 1959), en by Proklamasie No. R. 58 van 1963, vaardig ek, WILLEM ADRIAAN MAREE, Minister van Indiërsake, hierby die regulasies uit wat in die Bylae hiervan vervat is, ten opsigte van die Universiteitskollege vir Indiërs.

Genoemde regulasies tree in werking op die datum van publikasie hiervan en vanaf sodanige datum sal die bepalings van die regulasies afgekondig by Goewermenskennisgewing No. R. 30 van 8 Januarie 1960, soos gewysig by Goewermenskennisgewings No. R. 145 van 29 Januarie 1960, No. R. 239 van 19 Februarie 1960, No. R. 533 van 14 April 1960, No. R. 1208 van 12 Augustus 1960, No. R. 2050 van 15 Desember 1960, No. R. 525 van 30 Maart 1961, No. R. 676 van 15 September 1961 en No. R. 1188 van 7 Augustus 1964, ophou om op die Universiteitskollege vir die Indiërgroep van toepassing te wees.

W. A. MAREE,
 Minister van Indiërsake.

BYLAE.**DEEL I.****WOORDBEPALING EN ALGEMEEN.***Woordbepaling.*

1. In hierdie regulasies beteken „die Wet” die Wet op Uitbreiding van Universiteitsopleiding 1959, (Wet No. 45 van 1959), en het ’n uitdrukking waaraan ’n betekenis in die Wet geheg is, dieselfde betekenis en, tensy dit strydig is met die sinsverband, beteken—

- „administratiewe personeel” die registrateur en die ander beamptes wat die Sekretaris bepaal;
- „beampte” ’n persoon wat in ’n Staatspos vas aangestel is, al is die aanstelling op proef;
- „besoldiging” die salaris of loon wat normaalweg aan ’n beampte of werknemer betaalbaar is en sluit in toelaes wat nie deel van salaris of loon uitmaak nie, met behoorlike inagneming van regulasies met betrekking tot en opdragte in verband met sodanige toelaes wat die Sekretaris uitreik;

GOVERNMENT NOTICE.**DEPARTMENT OF INDIAN AFFAIRS.**

No. R. 47.] [8 January 1965.]

**EXTENSION OF UNIVERSITY EDUCATION ACT,
 1959 (ACT No. 45 OF 1959).—REGULATIONS—
 UNIVERSITY COLLEGE FOR INDIANS.**

By virtue of the powers vested in me by section *thirty-six* of the Extension of University Education Act, 1959 (Act No. 45 of 1959), and by Proclamation No. R. 58 of 1963, I, WILLEM ADRIAAN MAREE, Minister of Indian Affairs, hereby make the regulations, as set out in the Schedule hereto, in respect of the University College for Indians.

The said regulations will come into operation on the date of publication hereof and from such date the provisions of the regulations published under Government Notice No. R. 30 of 8th January, 1960, as amended by Government Notices No. R. 145 of 29th January, 1960, No. R. 239 of 19th February, 1960, No. R. 533 of 14th April, 1960, No. R. 1208 of 12th August, 1960, No. R. 2050 of 15th December, 1960, No. R. 525 of 30th March, 1961, No. R. 676 of 15th September, 1961, and No. R. 1188 of 7th August, 1964, shall cease to apply to the University College for the Indian Group.

W. A. MAREE,
 Minister of Indian Affairs.

SCHEDULE.**PART I.****DEFINITIONS AND GENERAL.***Definitions.*

1. In these regulations, “the Act” means the Extension of University Education Act, 1959 (Act No. 45 of 1959), and any term to which a meaning has been assigned in the Act shall have the same meaning, and unless inconsistent with the context—

- “administrative staff” means the registrar and such other officers as the Secretary may determine;
- “calendar month” means a period extending from the first to the last day, both days inclusive, of any one of the twelve months of a calendar year;
- “calendar year” means a year ending on the 31st December;
- “Clerical staff” means officers and employees classified as such by the Secretary;

„Departement” die Departement van Indiërsake;
 „diens” enige ononderbroke voltydse diens by ’n universiteitskollege in enige hoedanigheid;
 „doserende personeel” rektor, professor, senior lektor, lektor en enigiemand anders wat onderwyspligte vervul;
 „kalenderjaar” ’n jaar eindigende op 31 Desember;
 „kalendermaand” ’n tydperk wat van die eerste tot en met die laaste dag van enigeen van die twaalf maande van ’n kalenderjaar strek;
 „klerklike personeel” beamptes en werknemers wat die Sekretaris as sodanig klassifiseer;
 „kollegekwartaal” die tydperk wat die Sekretaris as sodanig vir die universiteitskollege goedkeur;
 „kollegevakansie” vir die tydperk wat tussen twee agtereenvolgende kollegekwartale val;
 „maand” ’n tydperk wat strek vanaf ’n datum in een kalendermaand tot die datum wat die ooreenstemmende datum in die volgende kalendermaand voorafgaan, albei datums inbegrepe;
 „Minister” die Minister van Indiërsake;
 „rusdag” —

(a) ’n Sondag of openbare feesdag, in die geval van ’n beampte of werknemer wat gewoonlik nie op sodanige dag werk nie; of

(b) in die geval van ’n beampte of werknemer wat gewoonlik op ’n Sondag of ’n openbare feesdag werk, enige ander dag waarop hy gewoonlik in plaas daarvan van diens vrygestel is;

„salaris of loon” die jaarlikse salaris of loon insluitende enige toelaes en die kontantwaarde van enige voorregte wat *in natura* verskaf word, mits sodanige toelaes en voorregte deur die Minister pensioengewend verklaar is;

„salarisverhoging” die goedgekeurde bedrag waarmee ’n salaris volgens die toepaslike skaal verhoog kan word;

„salarisverhogingstydperk” ’n tydperk van twaalf maande of ’n ander goedgekeurde tydperk wat met betrekking tot enige beampte of werknemer moet verstryk voordat sy salaris volgens die skaal wat op hom van toepassing is, verhoog kan word;

„semester” ’n akademiese halfjaar van die universiteitskollege;

„tydkring” ’n tydperk van drie jaar gereken vanaf 1 Januarie 1959 en elke daaropvolgende tydperk van drie jaar;

„universiteitskollege” die universiteitskollege vir Indiërs soos in subartikel (1) van artikel drie van die Wet bedoel;

„vaste diensstaat” die poste deur die Minister goedgekeur as noodsaaklik vir die normale en gereelde vereistes van die universiteitskollege;

„verhogingsmaand” die kalendermaand waarin die salaris van ’n beampte of werknemer verhoog kan word volgens die skaal wat op hom van toepassing is;

„werknemer” enige persoon wat in ’n Staatspos op ’n tydelike grondslag of op kontrak vir ’n vasgestelde tydperk aangestel is en wie se volle tyd tot beskikking van die universiteitskollege is en sluit ’n huisbediende en ’n arbeider in.

Toepassing van regulasies.

2. Tensy uitdruklik anders bepaal, is hierdie regulasies van toepassing op alle persone in diens in Staatsposte aan en studente wat toegelaat is tot die universiteitskollege.

Oordrag van bevoegdhede.

3. (1) Behoudens die bepalinge van die Wet kan die Minister enige van die bevoegdhede by hierdie regulasies aan hom verleen, aan die Sekretaris of ’n ander beampte van die Departement oordra en kan die Sekretaris insgelyks bevoegdhede by hierdie regulasies aan hom verleen, aan ’n ander beampte van die Department of ’n beampte oordra.

„college term” means a period approved as such for the university college by the Secretary;

„college vacation” means the period intervening between two consecutive college terms;

„cycle” means a period of three years reckoned from the 1st January, 1959, and each succeeding period of three years;

„day of rest” means—

(a) a Sunday or a public holiday in the case of an officer or employee who normally does not work on such a day; or

(b) in the case of an officer or employee who normally works on a Sunday or public holiday, any other day on which he normally is relieved from duty in lieu thereof;

„Department” means the Department of Indian Affairs;

„employee” means any person employed in a State post on a temporary basis or under contract for a fixed period whose whole time is at the disposal of the university college and includes a domestic servant and a labourer;

„fixed establishment” means the posts approved by the Minister as necessary for the normal and regular requirements of the university college;

„incremental month” means the calendar month in which the salary of an officer or employee may be increased in accordance with the scale applicable to him;

„incremental period” means a period of twelve months or any other approved period that has to elapse in respect of any officer or employee before an increase in his salary may be granted in accordance with the salary scale applicable to him;

„Minister” means the Minister of Indian Affairs;

„month” means the period extending from a date in any one calendar month to the date preceding the corresponding date in the following calendar month, both dates inclusive;

„officer” means a person appointed in a permanent capacity to a State post even if such appointment is on probation;

„pay” means the salary or wage normally payable to an officer or employee and includes allowances that do not form part of salary or wage, due regard being had to regulations pertaining to and directions in connection with such allowances issued by the Secretary;

„salary increment” means the approved amount by which a salary may be increased in accordance with the appropriate scale;

„salary or wage” means the annual salary or wage, inclusive of any allowances and the cash value of any privileges supplied in kind, provided such allowances and privileges have been declared pensionable by the Minister;

„semester” means an academic half-year of the university college;

„service” means any continuous whole-time service at a university college in any capacity;

„teaching staff” means a rector, professor, senior lecturer, lecturer and any other person performing educational duties;

„university college” means the university college for Indians as referred to in sub-section (1) of section three of the Act.

Applicability of Regulations.

2. Except where otherwise specifically stated, these regulations shall apply to all persons employed in State posts at, and students admitted to, the university college.

Delegation of Powers.

3. (1) Subject to the provisions of the Act the Minister may delegate any of the powers vested in him by these regulations to the Secretary or any other officer of the Department and the Secretary may likewise delegate any powers vested in him by these regulations to any other officer of the Department of any officer.

(2) Die rektor kan bevoegdhede by hierdie regulasies aan hom verleen, aan die registrateur van die universiteitskollege en, met die goedkeuring van die Sekretaris, aan 'n ander beamppte oordra.

Ondersoek.

4. Ten einde die Sekretaris in staat te stel om doeltreffende toesig te hou oor die toepassing van die Wet en enige ander wet of regulasies wat van toepassing is op die universiteitskollege, kan hy 'n ondersoek laat instel na—

- (a) die bestuur en organisasie van;
- (b) die onderrig verskaf by;
- (c) die boeke, rekeninge, bewysstukke, gelde, registers, uitrusting en voorrade gehou by, en geboue en koshuise van;
- (d) die pligte en werksaamhede van persone in diens by; en
- (e) enige ander aangeleentheid betreffende, die universiteitskollege.

Uitleg van regulasies.

5. Alle aangeleenthede betreffende die uitleg en krag van hierdie regulasies word na die Sekretaris vir beslissing verwys.

Doeleindes waarvoor geboue en terrein gebruik kan word.

6. Die gebruik van die geboue en terrein van die universiteitskollege vir enige ander doeleindes as die doeleindes waarvoor dit opgerig of verkry is, is onderworpe aan die goedkeuring van en voorwaardes bepaal deur die Sekretaris.

DEEL II.

AANSTELLING, BESOLDIGING, ONTSLAG, TUG, GEDRAG, BEVOEGDHEDE, PLIGTE, DIENSURE EN DIENSVORWAARDES VAN PERSONE IN DIENS BY DIE UNIVERSITEITSKOLLEGE IN STAATSPORTE.

Beheer oor die universiteitskollege.

7. (1) Die beheer oor die universiteitskollege berus by die rektor, wat toesig hou oor die algemene administrasie, leiding gee in verband met die onderrig en ander werksaamhede van die universiteitskollege en direk aan die Sekretaris verantwoordelik is. Die rektor hou algemene toesig oor die werksaamhede van die doserende, administratiewe, klerklike en ander personeel wat aangestel of toegewys is om hom by te staan by die uitvoering van die bepalings en nakoming van die vereistes van 'n wet, regulasie, reël of voorskrif wat op die universiteitskollege van toepassing is.

(2) 'n Beamppte of werknemer by die universiteitskollege staan onder die beheer van die rektor en voer benewens die bepalings van die Wet en die pligte gewoonlik verbonde aan sy pos, die pligte in verband met sport, organisasie van spele, debatsverenigings en enige ander werksaamhede wat die rektor van tyd tot tyd van hom verlang, uit; verder is hy onderworpe aan die reëls vir die huishoudelike beheer van die universiteitskollege wat die rektor opstel of uitreik.

(3) 'n Beamppte of werknemer gehoorsaam 'n opdrag van iemand wat oor hom gesag voer; indien hy rede het om ontevrede te wees met 'n opdrag, kan hy, nadat hy dit uitgevoer het, die persoon wat die opdrag gegee het, vra om dit skriftelik te herhaal en hy kan dan besware by die rektor vir beslissing indien, en indien hy ontevrede is met die rektor se beslissing kan hy versoek dat die beslissing aan die Sekretaris vir hersiening voorgelê word.

(4) Indien iemand wat oor 'n werknemer of beamppte gesag voer, aan 'n beamppte of werknemer 'n regmatige vraag stel betreffende enige aangeleentheid wat in verband staan met 'n beweerde oortreding van die Wet en hierdie regulasies deur 'n ander persoon, en sodanige beamppte of werknemer antwoord nie uitdruklik daarop nie, is hy skuldig aan 'n oortreding van hierdie regulasies.

(2) The rector may delegate any powers vested in him by these regulations to the registrar of the university college and, with the approval of the Secretary, to any other officer.

Investigations.

4. To enable the Secretary to exercise effective supervision over the administration of the Act or any other act or regulations applying to the university college, he may cause investigations to be made into—

- (a) the management and organisation of;
- (b) the tuition given at;
- (c) the books, accounts, vouchers, funds, records, equipment and stores maintained at, and buildings and hostels of;
- (d) the duties and functions of persons employed at; and
- (e) any other matter concerning the university college.

Interpretation of Regulations.

5. All questions pertaining to the interpretation and effect of these regulations shall be submitted to the Secretary for decision.

Purposes for which Buildings and Grounds may be Used.

6. The use of the buildings and grounds of the university college for any purposes other than the purposes for which they have been erected or acquired, shall be subject to the approval of, and such conditions as may be stipulated by the Secretary.

PART II.

APPOINTMENT, REMUNERATION, DISCHARGE, DISCIPLINE, CONDUCT, POWERS, DUTIES, HOURS OF ATTENDANCE AND CONDITIONS OF SERVICE OF PERSONS EMPLOYED AT THE UNIVERSITY COLLEGE IN STATE POSTS.

Control of the University College.

7. (1) The control of the university college shall be vested in the rector who shall supervise the general administration and direct the instructional and other activities of the university college and be directly responsible to the Secretary. The rector shall exercise general supervision over the work of the teaching, administrative, clerical and other staff appointed or assigned to assist him in carrying out the provisions and complying with the requirements of any act, regulation, rule or instruction applying to the university college.

(2) An officer or employee at the university college shall be under the control of the rector and shall, in addition to complying with any provision of the Act, and performing the duties normally attaching to his post, perform such duties in connection with sport, the organisation of games, debating societies and other activities as the rector may from time to time require. In addition he shall be subject to any such rules for the internal control of the university college as may be made or issued by the rector.

(3) Any officer or employee shall obey any instruction given to him by his superior. If an officer or employee has any reason to be dissatisfied with an instruction he may, after having carried it out, request the person who gave such instruction to repeat it in writing, after which he may submit his objections to the rector for decision. Should the officer or employee be dissatisfied with the rector's decision, he may request that the decision be referred to the Secretary for review.

(4) If an officer or employee's superior puts a lawful question to him in regard to any matter connected with an alleged contravention of the Act or of these regulations by any other person and such officer or employee does not reply categorically to such question, he shall be guilty of a contravention of these regulations.

Amptelike verbindingskanale.

8. (1) Tensy ander reëlings deur die Sekretaris goed-gekeur is, word alle mededelings van 'n beampte of werknemer in verband met sy pligte wat vir die Departement of vir 'n ander Staatsdepartement bedoel is, deur bemiddeling van die rektor aan die Sekretaris gerig.

(2) 'n Beampte of werknemer kan vertoë of 'n aansoek in verband met sy posisie of iets wat hy wil voorstel, deur die kanaal in subregulasie (1) aangedui, aan die Sekretaris voorlê.

Toewyding aan diens.

9. Gedurende diensure moet 'n beampte of werknemer hom met sy amppligte besig hou en mag hy nie sy aandag aan private aangeleenthede wy of sonder die toestemming van die rektor of van sy gesagvoerende persoon sy pos verlaat om private besigheid te verrig of anders van sy werk wegbly nie.

Geld leen.

10. 'n Beampte word nie toegelaat om geld van 'n junior beampte of werknemer te leen nie.

Beampte of werknemer kan gevra word om state van skuld voor te lê.

11. Indien die Sekretaris of rektor op grond van inligting tot sy beskikking van oordeel is dat 'n beampte of werknemer met inagneming van sy salaris en ander omstandighede in 'n onredelike mate in die skuld is, of indien 'n beampte of werknemer insolvent word of sy boedel afstaan ten voordele van sy skuldeisers of met hulle 'n kompromis aangaan, of indien 'n vonnis weens skuld of 'n gyselingsbevel teen 'n beampte of werknemer in 'n geregshof verkry is, kan die Sekretaris of rektor hom versoek om 'n uitvoerige en volledige staat van sy skulde voor te lê en om te verklaar hoe die skulde aangegaan is en hoe hy voornemens is om dit te betaal, en versuim om so 'n staat voor te lê of die voorlegging van 'n onjuiste staat, met die wete dat dit onjuis is, is 'n oortreding van hierdie regulasies.

Beampte of werknemer van wangedrag beskuldig moet op sy pos bly.

12. 'n Beampte of werknemer teen wie stappe ingevolge die bepalings van die Wet ingestel is, mag nie sonder die toestemming van die Sekretaris van sy kantoor of pos wegbly nie totdat genoemde stappe afgehandel is.

Aanneem van nominasies vir Parlement, Provinsiale Raad, ens.

13. (1) Indien 'n beampte of werknemer 'n nominasie aanvaar as kandidaat vir verkiesing tot Parlements-lid of lid van 'n Provinsiale Raad, word hy geag vrywilliglik te bedank het vanaf die datum waarop hy die nominasie aanvaar.

(2) Die Sekretaris kan toestemming daartoe verleen dat 'n beampte of werknemer 'n nominasie aanneem vir en diens doen as lid van 'n skoolraad, plaaslike bestuur of enige ander dergelike liggaam, mits hy tevrede is dat die betrokke beampte of werknemer se pligte in geen opsig daaronder sal ly nie: Met dien verstande dat, indien 'n geskilpunt tussen die Regering van die Republiek van Suid-Afrika of 'n Provinsiale Administrasie of die universiteitskollege en enige sodanige Raad, plaaslike bestuur of liggaam ontstaan, 'n beampte of werknemer wat toegelaat is om lid daarvan te word, geen deel aan die bespreking daarvan mag neem of daarvoor mag stem nie.

Aanstelling van waarnemende beamptes.

14. (1) Indien 'n beampte weens sy afwesigheid, ongesteldheid of 'n ander rede nie in staat is om die pligte van sy betrekking te vervul nie of indien die betrekking vakant raak, kan die Sekretaris en, in die geval van die rektor, die Minister, 'n geskikte persoon magtig om waar te neem in die plek van die afwesige of ongestelde beampte of, na gelang van die geval, in die vakante betrekking totdat dit gevul is.

Official Channels of Communication.

8. (1) Except where the Secretary has approved other arrangements, all communications from an officer or employee in connection with his duties intended for the Department or for any other Government Department, shall be submitted to the Secretary through the rector.

(2) An officer or employee may submit any representations or application in connection with his position or any proposal he may desire to make, to the Secretary through the channel referred to in sub-regulation (1).

Attention to Duty.

9. During the hours of duty an officer or employee shall devote himself to the discharge of his official duties and shall not allow his attention to be engaged by private affairs, or, without the permission of the rector or his superior, leave his post to conduct private business or otherwise absent himself from duty.

Borrowing of Money.

10. An officer is not permitted to borrow money from a junior officer or employee.

Officer or Employee may be Required to Submit Statement of Liabilities.

11. If the Secretary or the rector believes by reason of information in his possession that an officer or employee is in debt to an unreasonable extent, having regard to his salary and other circumstances, or if an officer or employee becomes insolvent or assigns his estate for the benefit of or compromises with his creditors, or if a judgement for a debt or a decree of civil imprisonment has been obtained against any officer or employee in any court of law, the Secretary or the rector may call upon him to furnish a detailed and complete statement of his liabilities and to state how they were incurred and how he proposes to liquidate them, and failure to submit such a statement or the submission of an incorrect statement, knowing the same to be incorrect, shall constitute a contravention of these regulations.

Officer or Employee Charged with Misconduct to Remain at his Post.

12. An officer or employee against whom any proceedings have been instituted under the Act shall not, without the permission of the Secretary, absent himself from his office or post until such proceedings have been concluded.

Acceptance of Nomination for Parliament, Provincial Council, Etc.

13. (1) In the event of an officer or employee accepting a nomination as a candidate for election as a member of Parliament or of a provincial council, he shall be deemed to have voluntarily resigned as from the date on which he accepts such nomination.

(2) The Secretary may grant permission to an officer or employee to accept nomination for election to and to serve as a member of a school board, local authority, or any other similar body, if he is satisfied that such officer's or employee's duties will not suffer in any way as a result thereof: Provided that, in the event of any question arising between the Government of the Republic of South Africa or a provincial administration or the university college, and any such board, local authority or body, an officer or employee who has been permitted to become a member thereof shall take no part in the discussion of or vote on any such question.

Appointment of Acting Officers.

14. (1) Whenever by reason of his absence or incapacity through sickness or any other cause whatever, any officer is unable to carry out the functions of his office, or whenever a post becomes vacant, the Secretary and, in the case of a rector, the Minister, may authorise a fit and proper person to act in the place of the absent or incapacitated officer, or to act in the vacant office or post until the vacancy is filled.

(2) (a) Die Sekretaris kan magtiging verleen tot die betaling van addisionele besoldiging aan 'n beampte wat vir meer as drie maande moet waarneem as rektor: Met dien verstande dat sodanige addisionele besoldiging nie aan 'n beampte betaal word nie terwyl hy die werk van die rektor doen solank laasgenoemde in diens of met verlof afwesig is.

(b) Die bedrag van enige addisionele besoldiging wat kragtens hierdie regulasie toegeken mag word, mag in geen geval groter wees nie as die verskil tussen die salaris wat die waarnemende beampte werklik ontvang, en die minimum salaris van die betrekking waarin hy in 'n waarnemende hoedanigheid aangestel is.

Beampte of werknemer plaas al sy tyd tot beskikking van die universiteitskollege.

15. 'n Beampte of werknemer plaas al sy tyd tot die beskikking van die universiteitskollege en mag sonder die goedkeuring van die Sekretaris geen ander besoldigde werk verrig of hom verbind om dit vir 'n ander persoon te verrig nie.

Kandidate vir aanstelling moet dokumente indien.

16. 'n Kandidaat vir aanstelling aan die universiteitskollege moet indien deur die Sekretaris verlang—

- (a) 'n aansoek op 'n vorm wat deur die Sekretaris goedgekeur is, voorlê;
- (b) bewys lewer dat hy van goeie karakter en geskik vir aanstelling aan die universiteitskollege is;
- (c) 'n verklaring, en 'n geneeskundige verslag wat na die mening van die Sekretaris bevredigend is, in 'n vorm wat deur die Sekretaris goedgekeur is, voorlê; en
- (d) 'n geboortesertifikaat en enige ander aangeduide besonderhede versterk.

Aanstelling op proef.

17. (1) Die vaste aanstelling van 'n lid van die personeel is onderworpe aan 'n tydperk van twaalf maande proefdiens: Met dien verstande dat die Sekretaris vrystelling van hierdie voorwaarde kan verleen in die geval van 'n persoon wat in voltydse diens is van—

- (a) 'n universiteit of universiteitskollege wat by 'n Parlements-wet ingestel is;
- (b) 'n Provinsiale Onderwysdepartement;
- (c) 'n Staatsdepartement;
- (d) 'n onderwysinrigting wat as 'n Staatsondersteunde skool ingestel of erken is kragtens 'n wet wat deur 'n Staatsdepartement geadministreer word;
- (e) die Suid-Afrikaanse Spoorweë;
- (f) die Staatsdelwerye;
- (g) 'n kantoor van die Staatsprokureur; of
- (h) 'n Provinsiale Administrasie en ingevolge 'n Provinsiale Ordonnansie aangestel is,

en sonder onderbreking in sy diens aangestel word in of oorgeplaas word na 'n betrekking op die vaste diensstaat by die universiteitskollege.

(2) Die diens van 'n beampte wat op proef dien, kan te eniger tyd met een maand skriftelike kennisgewing voor die verstryking van sy proeftydperk beëindig word: Met dien verstande dat sy diens sonder kennisgewing beëindig kan word indien die Minister van mening is dat die beampte se gedrag onbevredigend is.

(3) Die bekragtiging van 'n aanstelling by verstryking van die proeftydperk is onderworpe aan—

- (a) die uitreiking van 'n sertifikaat deur die rektor dat die beampte gedurende sy proeftydperk of verlengde proeftydperk, na gelang van die geval, ywerig en sy gedrag deurgaans bevredigend was en dat hy in alle opsigte bevoeg is vir 'n bekragtigde aanstelling; en
- (b) die goedkeuring van die Minister.

(4) Die proeftydperk van 'n beampte kan verleng word indien 'n sertifikaat, soos in subregulasie (3) beskryf, nie uitgereik kan word nie: Met dien verstande dat die totale proeftydperk, insluitende enige verlenging daarvan, nie 'n tydperk van twee jaar mag oorskry nie.

(2) (a) The Secretary may authorise the payment of additional remuneration to an officer who is required to act as rector for a period exceeding three months: Provided that no such additional remuneration shall be paid to an officer while he undertakes the duties of a rector during the absence of the latter on duty or on leave.

(b) The amount of additional remuneration that may be granted under this regulation shall in no case exceed the amount representing the difference between the salary actually drawn by the acting officer and the minimum salary of the post in which he has been appointed to act.

Officer of Employee Shall Place Whole Time at the Disposal of the University College.

15. An officer or employee shall place the whole of his time at the disposal of the university college and shall not perform or undertake to perform any other remunerative work for any other person without the approval of the Secretary.

Candidates for Appointment to Submit Documents.

16. A candidate for appointment at the university college shall, if required by the Secretary—

- (a) submit an application on a form approved by the Secretary;
- (b) submit evidence that he is of good character and that he is suitable for employment at the university college;
- (c) submit in a form approved by the Secretary a declaration and a medical report which in the opinion of the Secretary is satisfactory; and
- (d) furnish a birth certificate and any other particulars indicated.

Appointments on Probation.

17. (1) The permanent appointment of a member of the staff is made on twelve months' probation: Provided that the Secretary may grant exemption from this requirement in the case of a person who is in the full-time employ of—

- (a) any university or university college established by an act of Parliament;
- (b) any Provincial Education Department;
- (c) any Government Department;
- (d) any educational institution established or recognised as a state-aided school in terms of any Act administered by a Government Department;
- (e) the South African Railways;
- (f) the State Diggings;
- (g) any office of the State Attorney; or
- (h) any Provincial Administration and who was appointed in terms of a Provincial Ordinance.

and is appointed or transferred without a break in service to any post on the fixed establishment of the university college.

(2) The services of an officer on probation may be terminated at any time before the expiry of the probationary period by one month's notice in writing: Provided that his services may be terminated without notice if the Minister is of the opinion that the officer's conduct is unsatisfactory.

(3) The confirmation of an appointment on expiry of the period of probation is subject to—

- (a) the issue of a certificate by the rector to the effect that during the period of probation or extended probation, as the case may be, the officer has been diligent and his conduct has been uniformly satisfactory and that he is in every respect suitable for the confirmation of his appointment; and
- (b) the approval of the Minister.

(4) If a certificate referred to in sub-regulation (3) cannot be furnished, the period of probation of the officer concerned may be extended: Provided that the total period of probation including any extension thereof shall not exceed two years.

Salarisverhogings.

18. (1) Die salaris van 'n beampte of werknemer word verhoog met een salarisverhoging binne die perke van die skaal wat op hom van toepassing is, na die voltooiing van elke salarisverhogingstydperk en wel met ingang van die eerste dag van sodanige beampte of werknemer se verhogingsmaand.

(2) Indien die rektor 'n sertifikaat uitreik waarin verklar word dat 'n beampte of werknemer se gedrag met betrekking tot ywer, dissipline, stiptheid of matigheid gedurende 'n salarisverhogingstydperk nie deurgaans bevredigend was of dat hy sy werk gedurende sodanige salarisverhogingstydperk nie deurgaans op 'n bevredigende wyse verrig het nie, word die salaris van sodanige beampte of werknemer nie ingevolge die bepalings van subregulasie (1) verhoog nie: Met dien verstande dat die Sekretaris na goedgekeur kan goedkeur dat die salaris van 'n beampte of werknemer kragtens die bepalings van subregulasie (1) of vanaf 'n ander datum verhoog word, al is so 'n sertifikaat uitgereik: Met dien verstande voorts dat die Sekretaris een of meer salarisverhogings vanaf 'n datum deur hom vasgestel en op die voorwaardes wat hy bepaal, kan goedkeur.

(3) Indien die salaris van 'n beampte of werknemer nie ingevolge die bepalings van subregulasie (1) verhoog word nie, word hy skriftelik van die redes daarvoor verwittig.

Geneeskundige ondersoek.

19. (1) 'n Geneeskundige ondersoek vir die doel van regulasie 16 van hierdie Deel word gedoen deur 'n distriks-geneesheer, geneeskundige beampte in Regeringsdiens of enige ander geregistreerde geneeskundige praktisyn wat die Sekretaris aanwys.

(2) Die Sekretaris kan, in verband met enige geneeskundige ondersoek van of verslag oor 'n beampte of werknemer, vereis dat sodanige beampte of werknemer hom onderwerp aan verdere geneeskundige ondersoek deur 'n geneeskundige praktisyn of geneeskundige raad wat die Sekretaris vir dié doel aanstel. Die verslag word opgestel in 'n vorm wat die Sekretaris goedkeur. Indien die Sekretaris op grond van die verslag van sodanige praktisyn of raad daarvan oortuig is dat die ongesteldheid, siekte of letsel deur die beampte of werknemer se eie toedoen veroorsaak is, dra sodanige beampte of werknemer die koste van die verdere ondersoek.

Personeelverslae.

20. (1) Die rektor of 'n ander beampte verstrek, indien dit deur die Sekretaris of 'n persoon deur die Sekretaris gemagtig, van hom verlang word, in 'n vorm deur die Sekretaris goedgekeur, 'n verslag oor enige beampte of werknemer onder sy beheer.

(2) Die beampte of werknemer oor wie verslag gedoen word, het nie die reg om die verslag te sien nie: Met dien verstande dat, indien enige besonderhede wat daarin voorkom tot sy nadeel strek om enige rede behalwe gebrek aan ervaring, 'n uittreksel van sodanige besonderhede gemaak en skriftelik deur die verslaggewende beampte aan hom meegedeel moet word: Met dien verstande voorts dat, indien die Sekretaris daarvan oortuig is dat die bekendmaking van die ongunstige besonderhede die betrokke persoon se gesondheid kan benadeel, hy toestemming daartoe kan verleen dat die besonderhede van die beampte teruggehou word.

(3) Die persoon oor wie verslag gedoen is, onderteken die uittreksel uit die verslag en besorg dit aan die verslaggewende beampte, tesame met enige skriftelike verhoë wat hy wil voorlê.

Bedankings.

21. (1) 'n Beampte wat 'n lid van die doserende personeel is, kan, mits hy minstens een kollegekwartaal kennis van bedanking gee, uit sy betrekking bedank, maar slegs met ingang van die end van 'n semester.

(2) 'n Beampte wat nie lid van die doserende personeel is nie, gee minstens 'n kalendermaand kennis van sy voorneme om uit sy betrekking te bedank.

Salary Increments.

18. (1) On completion of every incremental period the salary of an officer or employee shall be increased by one salary increment within the limits of the scale applicable to him with effect from the first day of such officer's or employee's incremental month.

(2) If the rector issues a certificate to the effect that an officer's or employee's conduct as to industry, discipline, punctuality or sobriety has not been satisfactory throughout an incremental period or that the performance of his work has not been consistently satisfactory throughout such incremental period, the salary of such officer or employee shall not be increased in terms of the provisions of sub-regulation (1): Provided that the Secretary may in his discretion approve the increase of an officer's or employee's salary in terms of the provisions of sub-regulation (1), or from a different date notwithstanding the issue of such certificate: Provided further that the Secretary may approve one or more salary increments from such date and on such conditions as he may determine.

(3) If the salary of an officer or employee is not increased in terms of the provisions of sub-regulation (1), he shall be informed in writing of the reasons therefor.

Medical Examinations.

19. (1) A medical examination for the purposes of regulation 16 of this Part shall be made by a district surgeon, Government medical officer or any other registered medical practitioner indicated by the Secretary.

(2) The Secretary may, in connection with any medical examination of or report on an officer or employee, require such officer or employee to submit to a further medical examination by a medical practitioner or medical board appointed by the Secretary for this purpose. The report shall be prepared in a form approved by the Secretary. If the Secretary is satisfied by the report of such practitioner or board that the officer or employee was himself responsible for his illness, disease or injury, the cost of such further examination shall be borne by such officer or employee.

Staff Reports.

20. (1) A rector or any other officer shall, when so required by the Secretary or any person authorised by the Secretary, submit a report in the form approved by the Secretary on any officer or employee under his control.

(2) The officer or employee reported upon shall not be entitled to have access to the report: Provided that, if any of the particulars contained therein are to his detriment for any reason other than inexperience, such particulars shall be extracted and communicated to him in writing by the reporting officer: Provided further that if the Secretary is satisfied that the communication of the adverse particulars is likely to have a detrimental effect on the health of the person concerned, he may agree to the withholding of such particulars from the officer.

(3) The person reported upon shall sign the extract from the report and return it to the reporting officer together with any written representation he may desire to submit.

Resignations.

21. (1) Any officer who is a member of the teaching staff may resign his post, but only as from the end of a semester, provided he gives notice of at least one college term.

(2) Any officer other than a member of the teaching staff shall give at least one calendar month's notice of his intention to resign his post.

(3) Die Sekretaris kan, indien die omstandighede dit na sy mening regverdig, 'n korter tydperk van kennisgewing as dié wat by subregulasies (1) en (2) voorgeskryf is, aanvaar.

(4) Tensy anders in sy aanstellingsvoorwaardes bepaal, gee 'n werknemer minstens 'n kalendermaand kennis van sy voorneme om uit sy betrekking te bedank.

(5) 'n Vroulike beampte wat voornemens is om te trou of uit haar betrekking bedank met die voorneme om te trou, gee vooraf skriftelik kennis aan die Sekretaris van die datum van haar voorgename huwelik.

Kennis by ontslag.

22. (1) Die dienste van 'n beampte wat 'n lid van die doserende personeel is en wat ontslaan word om enige rede in paragraaf (d) of (e) van subartikel (1) van artikel nege-en-twintig van die Wet vermeld, word beëindig slegs aan die end van 'n semester: Met dien verstande dat hy minstens 'n kollegekwartaal kennis, wat nie later nie as gedurende die eerste sewe dae van sodanige kwartaal gegee moet word, van sy ontslag moet kry.

(2) Indien 'n beampte wat nie lid van die doserende personeel is nie, ontslaan word in die omstandighede in subregulasie (1) beskryf, kry hy minstens een kalendermaand kennis daarvan.

Diensure.

23. Die amptelike dienstyd van 'n beampte of werknemer is soos die Sekretaris bepaal: Met dien verstande dat die Sekretaris verskillende amptelike dienstye vir verskillende beamptes of werknemers mag bepaal.

Oortyd en ekstra diens.

24. (1) 'n Beampte of werknemer kan, benewens enige diensure kragtens regulasie 23 bepaal, gelas word om diens te verrig op tye wat die rektor of Sekretaris nodig ag.

(2) 'n Beampte of werknemer het geen aanspraak op bykomende besoldiging ten opsigte van diens wat ingevolge subregulasie (1) deur hom verrig word nie.

Sedeer van salaris.

25. 'n Beampte of werknemer mag nie sy salaris en toelaes of 'n deel daarvan sonder die goedkeuring van die Sekretaris sedeer nie.

DEEL III.

AFWESIGHEIDSVERLOF.

ALGEMENE BEPALINGS.

Toepassing van verlofregulasies.

26. (1) Die regulasies in hierdie Deel is van toepassing op werknemers wie se diensvoorwaardes vasgestel is volgens die bepalinge van nywerheidsooreenkomste en op halfgeskikte arbeiders slegs vir sover daar by hierdie regulasies uitdruklik bepaal word dat hulle van toepassing is op sodanige werknemers en arbeiders, en die verlofvoorregte van daardie werknemers en arbeiders is origens dié wat die Minister goedkeur.

(2) Aan iemand wat deelyds aangestel word, mag nie verlof ingevolge die regulasies in hierdie Deel toegestaan word nie, maar slegs dié verlof wat die Sekretaris goedkeur.

Indeling van afwesigheidsverlof.

27. (1) Alle afwesigheid van diens met verlof word onder een of meer van die volgende hoofde ingedeel:—

(a) *Vakansieverlof.*

- (i) Oplopende vakansieverlof met volle besoldiging;
- (ii) nie-oplopende vakansieverlof met volle besoldiging;
- (iii) vakansieverlof sonder besoldiging.

(3) The Secretary may, if in his opinion the circumstances warrant it, accept shorter notice than that prescribed by sub-regulations (1) and (2).

(4) Unless otherwise provided in his conditions of appointment, an employee shall give not less than one calendar month's notice of his intention to resign his post.

(5) A female officer who contemplates marriage or who resigns her post in contemplation of marriage shall give the Secretary written notice in advance of the date of her proposed marriage.

Notice on Discharge.

22. (1) The services of an officer who is a member of the teaching staff and who is discharged for any reason mentioned in paragraph (d) or (e) of sub-section (1) of section twenty-nine of the Act, shall be terminated only at the end of a semester: Provided that he shall be given notice of at least one college term of his discharge, such notice to be given not later than during the first seven days of such term.

(2) If an officer who is not a member of the teaching staff is discharged in the circumstances described in sub-regulation (1), he shall be given at least one calendar month's notice of such discharge.

Hours of Duty.

23. The hours of duty of an officer or employee are as determined by the Secretary: Provided that the Secretary may determine different official hours of duty for different officers or employees.

Overtime and Extra Duty.

24. (1) An officer or employee may, in addition to the hours of duty determined in terms of regulation 23, be required to perform duty at such other times as the rector or the Secretary may deem necessary.

(2) An officer or employee is not entitled to claim extra remuneration in respect of duties performed by him in terms of sub-regulation (1).

Assignment of Salary.

25. An officer or employee may not, without the approval of the Secretary, assign the whole or part of his salary and allowances.

PART III.

LEAVE OF ABSENCE.

GENERAL PROVISIONS.

Applicability of Leave Regulations.

26. (1) The regulations in this Part shall apply to employees whose conditions of service are determined in accordance with the provisions of industrial agreements and to semi-fit labourers only in so far as these regulations specifically provide that they are applicable to such employees and labourers, and the leave privileges of those employees and labourers are otherwise such as may be approved by the Minister.

(2) Any person employed part-time may not be granted leave under the regulations in this Part but only such leave as may be approved by the Secretary.

Classification of Leave of Absence.

27. (1) All absences from duty on leave are classified under one or more of the following heads:—

(a) *Vacation Leave.*

- (i) Accumulative vacation leave with full pay;
- (ii) non-accumulative vacation leave with full pay;
- (iii) vacation leave without pay.

(b) Siekteverlof.

- (i) Siekteverlof met volle besoldiging;
- (ii) siekteverlof met halfbesoldiging;
- (iii) siekteverlof sonder besoldiging;
- (iv) spesiale siekteverlof met volle of verminderde besoldiging.

(c) Spesiale verlof.

- (i) Spesiale verlof met volle besoldiging;
- (ii) spesiale verlof op besoldigingsvoorwaardes wat die Sekretaris goedkeur.

(d) Studieverlof.

- (i) Studieverlof met volle besoldiging;
- (ii) studieverlof sonder besoldiging.

(2) Die toestaan van verlof onder een van die hoofde in subregulasie (1) vermeld, raak nie die toestaan van verlof onder 'n ander hoof daarin vermeld nie, behalwe soos elders in hierdie regulasies uitdruklik bepaal.

Indeling van beamptes en werknemers vir verlofdoeleindes en verlofvoorsiening.

28. Behoudens die bepalings van regulasie 26, word beamptes en werknemers vir die doeleindes van die toestaan van afwesigheidsverlof in ondervermelde groepe ingedeel:—

Groep A.**Doserende personeel.**

Persone wat tydelik in hierdie hoedanigheid werksaam is, kom vir slegs die helfte van die oplopende vakansieverlof en siekteverlof hierin voorgeskryf in aanmerking.

Oplopende vakansieverlof met volle besoldiging	20 dae per jaar.
Nie-oplopende vakansieverlof met volle besoldiging	Gedurende tydperke waartydens onderrig opgeskort is indien hul dienste nie benodig word nie.
Studieverlof.....	Studieverlof met volle besoldiging ingevolge regulasie 72.
Siekteverlof in elke tydkring, met—	
Volle besoldiging.....	90 dae.
Halfbesoldiging.....	90 dae.

Groep B.**Administratiewe personeel.****(i) Personeellede permanent in diens—**

Oplopende vakansieverlof met volle besoldiging	20 dae per jaar.
Nie-oplopende vakansieverlof met volle besoldiging	Hoogstens 28 dae in elke kalenderjaar.
Siekteverlof in elke tydkring, met—	
Volle besoldiging.....	120 dae.
Halfbesoldiging.....	120 dae.

(ii) Personeellede tydelik in diens—

Oplopende vakansieverlof met volle besoldiging	10 dae per jaar.
Nie-oplopende vakansieverlof met volle besoldiging	Hoogstens 28 dae in elke kalenderjaar.
Siekteverlof in elke tydkring, met—	
Volle besoldiging.....	60 dae.
Halfbesoldiging.....	60 dae.

Groep C.**Klerklike personeel.****(i) Personeellede permanent in diens—**

Oplopende vakansieverlof met volle besoldiging	14 dae per jaar.
Nie-oplopende vakansieverlof met volle besoldiging	Hoogstens 28 dae in elke kalenderjaar.
Siekteverlof in elke tydkring, met—	
Volle besoldiging.....	120 dae.
Halfbesoldiging.....	120 dae.

(b) Sick Leave.

- (i) Sick leave with full pay;
- (ii) sick leave with half pay;
- (iii) sick leave without pay;
- (iv) special sick leave with full or reduced pay.

(c) Special Leave.

- (i) Special leave with full pay;
- (ii) special leave with pay conditions as approved by the Secretary.

(d) Study Leave.

- (i) Study leave with full pay;
- (ii) study leave without pay.

(2) The granting of leave under any one of the heads mentioned in sub-regulation (1) shall not affect the granting of leave under any of the other heads mentioned therein, except in so far as is specifically provided elsewhere in these regulations.

Classification of Officers and Employees for Leave Purposes and the Provision of Leave.

28. Officers and employees shall, for the purpose of the granting of leave of absence, be classified in the under-mentioned groups, subject to the provisions of regulation 26:—

Group A.**Teaching Staff.**

Persons temporarily employed in any such capacity are eligible for only one half of the accumulative vacation leave and sick leave prescribed herein.

Accumulative vacation leave with full pay 20 days per annum.

Non-accumulative vacation leave with full pay During periods for which instruction is suspended, if their services are not required.

Study leave..... Study leave with full pay in terms of regulation 72.

Sick leave in each cycle with—

Full Pay..... 90 days.
Half Pay..... 90 days.

Group B.**Administrative Staff.****(i) Staff members permanently employed—**

Accumulative vacation leave with full pay 20 days per annum.

Non-accumulative vacation leave with full pay Not exceeding 28 days in each calendar year.

Sick leave in each cycle with—

Full pay..... 120 days.
Half pay..... 120 days.

(ii) Staff members temporarily employed—

Accumulative vacation leave with full pay 10 days per annum.

Non-accumulative vacation leave with full pay Not exceeding 28 days in each calendar year.

Sick leave in each cycle with—

Full pay..... 60 days.
Half pay..... 60 days.

Group C.**Clerical Staff.****(i) Staff members permanently employed—**

Accumulative vacation leave with full pay 14 days per annum.

Non-accumulative vacation leave with full pay Not exceeding 28 days in each calendar year.

Sick leave in each cycle with—

Full pay..... 120 days.
Half pay..... 120 days.

(ii) Personeellede tydelik in diens—

Oplopende vakansieverlof met volle besoldiging	7 dae per jaar.
Nie-oplopende vakansieverlof met volle besoldiging	Hoogstens 28 dae in elke kalenderjaar.
Siekteverlof in elke tydkring, met—	
Volle besoldiging.....	60 dae.
Halfbesoldiging.....	60 dae.

Groep D.**Huismoeder- en verpleegpersoneel.**

(i) Personeellede permanent in diens—

Oplopende vakansieverlof met volle besoldiging	10 dae per jaar.
Nie-oplopende vakansieverlof met volle besoldiging	Gedurende tydperke waartydens onderrig opgeskort is, indien hul dienste nie benodig word nie.

Siekteverlof in elke tydkring, met—

Volle besoldiging.....	60 dae.
Halfbesoldiging.....	60 dae.

(ii) Personeellede tydelik in diens—

Oplopende vakansieverlof met volle besoldiging	5 dae per jaar.
Nie-oplopende vakansieverlof met volle besoldiging	Gedurende tydperke waartydens onderrig opgeskort is, indien hul dienste nie benodig word nie.

Siekteverlof in elke tydkring, met—

Volle besoldiging.....	30 dae.
Halfbesoldiging.....	30 dae.

Groep E.

Ander beamptes wat nie onder groepe A, B, C of D ingedeel is nie en wat—

(i) Vyftien jaar of langer diens voltooi het—

Oplopende vakansieverlof.....	38 dae per jaar.
Siekteverlof in elke tydkring, met—	
Volle besoldiging.....	120 dae.
Halfbesoldiging.....	120 dae.

(ii) Tien jaar of langer maar minder as vyftien jaar diens voltooi het—

Oplopende vakansieverlof.....	34 dae per jaar.
Siekteverlof in elke tydkring, met—	
Volle besoldiging.....	120 dae.
Halfbesoldiging.....	120 dae.

(iii) Minder as tien jaar diens voltooi het—

Oplopende vakansieverlof.....	30 dae per jaar.
Siekteverlof in elke tydkring, met—	
Volle besoldiging.....	120 dae.
Halfbesoldiging.....	120 dae.

Groep F.

Werknemers, uitgesonderd werknemers wie se diensvoorwaardes vasgestel is volgens die bepalings van nywerheidsooreenkomste en die werknemers in groepe A, B, C en D bedoel wat—

(i) Twintig jaar of langer diens voltooi het—

Oplopende vakansieverlof.....	30 dae per jaar.
Siekteverlof in elke tydkring, met—	
Volle besoldiging.....	80 dae.
Halfbesoldiging.....	80 dae.

(ii) Vyftien jaar of langer maar minder as twintig jaar diens voltooi het—

Oplopende vakansieverlof.....	26 dae per jaar.
Siekteverlof in elke tydkring, met—	
Volle besoldiging.....	60 dae.
Halfbesoldiging.....	60 dae.

(iii) Tien jaar of langer maar minder as vyftien jaar diens voltooi het—

Oplopende vakansieverlof.....	22 dae per jaar.
Siekteverlof in elke tydkring, met—	
Volle besoldiging.....	40 dae.
Halfbesoldiging.....	40 dae.

(ii) Staff members temporarily employed—

Accumulative vacation leave with full pay	7 days per annum.
Non-accumulative vacation leave with full pay	Not exceeding 28 days in each calendar year.
Sick leave in each cycle with—	
Full pay.....	60 days.
Half pay.....	60 days.

Group D.**Housemother and Nursing Staff.**

(i) Staff members permanently employed—

Accumulative vacation leave with full pay	10 days per annum.
Non-accumulative vacation leave with full pay	During periods for which instruction is suspended if their services are not required.
Sick leave in each cycle with—	
Full pay.....	60 days.
Half pay.....	60 days.

(ii) Staff members temporarily employed—

Accumulative vacation leave with full pay	5 days per annum.
Non-accumulative vacation leave with full pay	During periods for which instruction is suspended, if their services are not required.
Sick leave in each cycle with—	
Full pay.....	30 days.
Half pay.....	30 days.

Group E.

Other officers not classified under Groups A, B, C, or D who have completed—

(i) Fifteen years or longer service—

Accumulative vacation leave...	38 days per annum.
Sick leave in each cycle with—	
Full pay.....	120 days.
Half pay.....	120 days.

(ii) Ten years' or longer but less than fifteen years' service—

Accumulative vacation leave...	34 days per annum.
Sick leave in each cycle with—	
Full pay.....	120 days.
Half pay.....	120 days.

(iii) Less than ten years' service—

Accumulative vacation leave...	30 days per annum.
Sick leave in each cycle with—	
Full pay.....	120 days.
Half pay.....	120 days.

Group F.

Employees, excluding employees whose conditions of service have been determined in accordance with the provisions of industrial agreements and those employees mentioned in Groups A, B, C and D who have completed—

(i) Twenty years' or longer service—

Accumulative vacation leave...	30 days per annum.
Sick leave in each cycle with—	
Full pay.....	80 days.
Half pay.....	80 days.

(ii) Fifteen years' or longer but less than twenty years' service—

Accumulative vacation leave...	26 days per annum.
Sick leave in each cycle with—	
Full pay.....	60 days.
Half pay.....	60 days.

(iii) Ten years' or longer but less than fifteen years' service—

Accumulative vacation leave...	22 days per annum.
Sick leave in each cycle with—	
Full pay.....	40 days.
Half pay.....	40 days.

- (iv) Vyf jaar of langer maar minder as tien jaar diens voltooi het—
- | | |
|-------------------------------------|------------------|
| Oplopende vakansieverlof..... | 18 dae per jaar. |
| Siekteverlof in elke tydkring, met— | |
| Volle besoldiging..... | 30 dae. |
| Halfbesoldiging..... | 30 dae. |
- (v) Minder as vyf jaar diens voltooi het—
- | | |
|-------------------------------------|------------------|
| Oplopende vakansieverlof..... | 14 dae per jaar. |
| Siekteverlof in elke tydkring, met— | |
| Volle besoldiging..... | 15 dae. |
| Halfbesoldiging..... | 15 dae. |

Kontantwaarde van ongebruikte verlof nie betaalbaar nie.

29. Afwesigheidsverlof waarvoor in hierdie regulasies voorsiening gemaak word, is 'n voorreg en word alleen toegestaan met inagneming van die behoeftes van die universiteitskollege. Verlof kan nie as 'n reg geëis word nie en indien 'n beampte of werknemer die diens van die universiteitskollege verlaat, om watter rede ook al, kan hy nie eis dat die kontantwaarde van ongebruikte verlof aan hom betaal word nie: Met dien verstande dat hierdie bepalinge nie die betaling van verlofgratifikasies op voorwaardes wat die Minister goedkeur, belet nie.

Goedkeuring van verlofaansoeke.

30. Die toestaan van alle afwesigheidsverlof is onderworpe aan die goedkeuring van die rektor en verlof wat reeds toegestaan is, kan te eniger tyd deur hom ingetrek word.

Voorafgaande goedkeuring van afwesigheidsverlof.

31. Behalwe in die geval waar 'n beampte in sy diens geskors is of waar 'n beampte of werknemer weens sy skielike siekte of weens ander omstandighede wat vir die rektor aanneemlik is, verhinder word om in sy werk aan te bly of hom vir diens aan te meld, mag hy nie sy werk verlaat of van diens wegbly nie voordat hy skriftelik om verlof aansoek gedoen het en hy deur die rektor in kennis gestel is dat die verlofaansoek goedgekeur is.

Skriftelike aansoek om verlof.

32. Aansoeke om verlof word skriftelik gedoen in 'n vorm wat deur die Sekretaris goedgekeur is en die vorm van die geneeskundige sertifikaat wat ter staving van 'n aansoek om siekteverlof moet dien, word deur die Sekretaris goedgekeur.

Kontrak aanstellings.

33. Aan iemand wat op kontrak aangestel is, word verlof kragtens hierdie regulasies toegestaan tensy sy dienskontrak anders bepaal en sy groepering vir verlof-doeleindes word op dieselfde wyse bepaal as dié van 'n vergelykbare beampte of werknemer.

Ongemagtigde afwesigheid van diens.

34. Behalwe soos in paragraaf (c) van subregulasie (1) van regulasie 70 bepaal of tensy die Sekretaris anders bepaal, word alle ongemagtigde afwesigheid van diens, ongeag ander tugmaatreëls wat teen 'n beampte of werknemer ingestel kan word, geag vakansieverlof sonder besoldiging te wees: Met dien verstande dat die indiening van 'n skriftelike verlofaansoek wat in regulasie 32 vermeld word, nie 'n vereiste in die geval van ongemagtigde afwesigheid is nie.

Verval van verlof by uitdienstreding.

35. (1) Sodra 'n beampte of werknemer kennis gee van bedanking, of sodra 'n vroulike beampte kennis gee van haar voorneme om in die huwelik te tree en ingevolge artikel *nege-en-twintig* (1) (b) van die Wet ontslaan word, verval enige toegestane verlof met besoldiging met ingang van die datum van sodanige kennisgewing of, indien die kennisgewing nie gedateer is nie, vanaf die datum van ontvangs daarvan deur die rektor, en enige verlof aangevra of afwesigheid van diens na daardie datum word geag vakansieverlof sonder besoldiging te wees: Met dien verstande dat die bepalinge van hierdie subregulasie—

(a) slegs van toepassing is ten opsigte van afwesigheid gedurende die laaste dertig dae van 'n beampte of werknemer se diens; en

- (iv) Five years' or longer but less than ten years' service—
- | | |
|--------------------------------|--------------------|
| Accumulative vacation leave... | 18 days per annum. |
| Sick leave in each cycle with— | |
| Full pay..... | 30 days. |
| Half pay..... | 30 days. |
- (v) Less than five years' service—
- | | |
|--------------------------------|--------------------|
| Accumulative vacation leave... | 14 days per annum. |
| Sick leave in each cycle with— | |
| Full pay..... | 15 days. |
| Half pay..... | 15 days. |

Cash Value of Unused Leave not Payable.

29. Leave of absence provided for in these regulations is a privilege and is granted only with due regard to the exigencies of the university college. Leave cannot be claimed as of right and if an officer or employee leaves the service of the university college, for any reason whatsoever, he cannot claim payment in respect of the cash value of leave standing to his credit: Provided that these provisions do not preclude the payment of leave gratuities on conditions approved by the Minister.

Approval of Applications for Leave.

30. The granting of all leave of absence is subject to approval by the rector and leave already granted may at any time be cancelled by him.

Prior Approval of Leave of Absence.

31. Except in the case where an officer is suspended from duty or where an officer or employee is prevented by his sudden illness or by other circumstances that are acceptable to the rector from remaining on or reporting for duty, he may not leave or stay away from work until he has applied in writing for leave and has been advised by the rector that the application for leave has been approved.

Written Application for Leave.

32. Application for leave shall be made in writing in a form approved by the Secretary and the form of the medical certificate that is to serve in support of an application for sick leave shall also be approved by the Secretary.

Contract Appointments.

33. Any person appointed on contract shall, unless his service contract provides otherwise, be granted leave in accordance with these regulations, and his grouping for leave purposes shall be determined in the same manner as that of a comparable officer or employee.

Unauthorised Absence from Duty.

34. Except as provided in paragraph (c) of sub-regulation (1) of regulation 70 or unless the Secretary determines otherwise, all unauthorised absences from duty shall, apart from any disciplinary steps that may be taken against an officer or employee, be deemed to be vacation leave without pay: Provided that the submission of a written application for leave, referred to in regulation 32, shall not be required in the case of unauthorised absences.

Lapse of Leave on Retirement.

35. (1) Immediately an officer or employee gives notice of resignation, or a female officer gives notice of her contemplation of marriage and is discharged in terms of section *twenty-nine* (1) (b) of the Act, any leave with pay granted shall lapse with effect from the date of such notice, or, if the notice is undated, from the date of receipt of the notice by the rector, any leave applied for or absence from duty after that date shall be deemed to be vacation leave without pay: Provided that the provisions of this sub-regulation shall—

(a) apply only in respect of absences during an officer's or employee's last thirty days of service; and

(b) nie van toepassing is nie op—

- (i) siekteverlof;
- (ii) spesiale verlof wat kragtens paragraaf (b), (c) of (d) van subregulasie (1) van regulasie 70 toegestaan word;
- (iii) vakansieverlof wat kragtens regulasie 62 toegestaan word; en
- (iv) 'n beamppte of werknemer wat uit sy betrekking bedank om 'n betrekking te aanvaar by 'n inrigting onder die beheer van 'n Staatsdepartement waar sy volle salaris deur daardie Staatsdepartement betaal word, mits die Sekretaris vooraf goedkeur dat sy aanstelling in genoemde betrekking beskou word as 'n oorpasing met erkenning van vorige diens vir verlof- en pensioendoelindes; en voorts, mits die tyd in beslag geneem deur sy reis van sy ou hoofkwartier na die plek waar hy sy nuwe betrekking moet aanvaar, deur 'n goedgekeurde aansoek om verlof gedek is.

(2) Indien 'n beamppte of werknemer uit die diens van die universiteitskollege tree, verval sy toegestane afwesigheidsverlof op die laaste dag van sy diens of op die datum wat ingevolge subregulasie (1) bepaal word, indien gemelde subregulasie op hom van toepassing is. Met dien verstande dat 'n beamppte of werknemer se diens-tydperk nie verleng mag word nie ten einde hom in staat te stel om gebruik te maak van verlof wat hom toekom.

Verlofvoorregte by heraanstelling in 'n tydelike hoedanigheid.

36. Indien 'n beamppte wat uit 'n permanente pos afgetree het, of wat 'n permanente betrekking neergelê het om watter rede ook al, met of sonder onderbreking van diens in 'n tydelike hoedanigheid heraanstelling word, word so 'n heraanstelling vir alle doeleindes van hierdie regulasies as 'n nuwe aanstelling beskou. Met dien verstande dat verlof wat opgeloop het, by beëindiging van die permanente aanstelling verval. Met dien verstande voorts dat vorige permanente diens nie as diens vir verlof-doeleindes tel nie.

Rusdae.

37. (1) 'n Rusdag word nie geag verlof te wees en word nie in die verlofstaat as sodanig aangeteken nie. Met dien verstande dat—

- (a) 'n rusdag, of twee of meer opeenvolgende rusdae, wat binne 'n tydperk van verlof val, geag word verlof te wees wat onder dieselfde hoof van subregulasie (1) van regulasie 27 val as die verlof wat sodanige rusdag of rusdae voorafgaan en daarop volg;
- (b) 'n rusdag, of twee of meer opeenvolgende rusdae, wat tussen 'n tydperk van vakansie of nie-oplopende vakansieverlof en 'n tydperk van siekteverlof (of omgekeerd) val, geag word vakansieverlof te wees, tensy die betrokke beamppte of werknemer bewys lewer dat hy werklik op sodanige rusdag of rusdae siek was;
- (c) in die geval waar 'n beamppte of werknemer aangesê word om hom op 'n rusdag vir diens aan te meld en hy in gebreke bly om dit te doen, sodanige rusdag geag word vakansieverlof sonder besoldiging te wees, tensy hy weens omstandighede wat vir die rektor aanneemlik is, verhinder word om hom vir diens aan te meld.

(2) 'n Beamppte of werknemer word nie salaris of loon ten opsigte van 'n rusdag betaal nie, tensy hy kragtens sy diensvoorwaardes op betaling vir die dag geregtig is.

Vakansie- en siekteverlof sonder besoldiging: Kollegevakansies deel daarvan.

38. Indien 'n beamppte of werknemer wat gewoonlik in aanmerking kom vir nie-oplopende vakansieverlof gedurende die kollegevakansies, tot en met die laaste dag van 'n kollegekwartaal met siekteverlof afwesig is en met ingang van die volgende kollegekwartaal met verlof gaan, word die tussenkomende kollegevakansie as nie-oplopende verlof beskou, behalwe waar sodanige kollegevakansie

(b) not apply to—

- (i) sick leave;
- (ii) special leave granted in terms of paragraph (b) (c) or (d) of sub-regulation (1) of regulation 70;
- (iii) vacation leave granted in terms of regulation 62; and
- (iv) an officer or employee who resigns his appointment with a view to accepting an appointment at an institution under the control of a Government department where his full salary is paid by such department: Provided that the Secretary's prior approval has been obtained for such appointment to be regarded as a transfer with recognition of previous service for leave and pension purposes: Provided further that any time spent in travelling from his old headquarters to the place where he is to take up his new appointment is covered by an approved application for leave.

(2) If an officer or employee leaves the service of the university college, any leave of absence granted to him shall lapse on the last day of his service or on the date determined in terms of sub-regulation (1) if that sub-regulation applies to him: Provided that the period of service of an officer or employee shall not be extended in order to enable him to utilise leave due to him.

Leave Privileges on Re-appointment in a Temporary Capacity.

36. If an officer who has retired from a permanent post or who has relinquished a permanent post for any reason whatsoever is re-appointed in a temporary capacity, with or without a break in service, such re-appointment shall be regarded as a new appointment for all purposes of these regulations: Provided that accumulated leave shall lapse when the permanent appointment terminates: Provided further that previous permanent service shall not count as service for leave purposes.

Days of Rest.

37. (1) A day of rest shall not be regarded as leave and shall not be recorded as such in the leave register: Provided that—

- (a) a day of rest, or two or more consecutive days of rest, falling within a period of leave shall be regarded as leave falling under the same heading of sub-regulation (1) of regulation 27 as the leave that precedes and succeeds such day or days of rest;
- (b) a day of rest, or two or more consecutive days or rest, falling between a period of vacation or non-accumulative vacation leave and a period of sick leave (or vice versa) shall be regarded as vacation leave unless the officer or employee concerned produces evidence that he was actually ill on such day or days of rest;
- (c) in the case of an officer or employee who is called upon to report for duty on a day of rest and who fails to do so, such day of rest shall be regarded as vacation leave without pay, unless he is prevented from reporting for duty by circumstances that are acceptable to the rector.

(2) An officer or employee shall not be paid salary or wage in respect of a day of rest unless he is entitled to such payment for the day in terms of his conditions of service.

Vacation and Sick Leave without Pay—College Vacations Forming Part of.

38. If an officer or employee who is ordinarily eligible for non-accumulative vacation leave during the college vacations is absent on sick leave up to and including the last day of a college term and proceeds on leave as from the first day of the next succeeding college term, the period of the college vacation intervening shall rank as non-accumulative leave, unless such college vacation is

voorafgegaan en gevolg word deur vakansie- of siekteverlof sonder besoldiging; in dié geval word die kollegevakansie as vakansie- of siekteverlof sonder besoldiging, na gelang van die geval, aangeteken.

Verlof wat vir verlofdoeleindes tel.

39. (1) Alle verlof van watter aard ook al, met volle of gedeeltelike besoldiging, en vakansie-, siekte-, en studieverlof sonder besoldiging, van hoogstens altesaam 15 dae in 'n kalendermaand, tel vir die doel van verlofaanwas. Indien die verlof sonder besoldiging die hierin gemelde getal dae oorskry, word—

- (a) sodanige oorskryding nie as diens vir die toepassing van regulasie 43 gereken nie; en
- (b) die voorsiening ten opsigte van siekteverlof met volle besoldiging en siekteverlof met halfbesoldiging wat ingevolge regulasie 28 op 'n beampte of werknemer van toepassing is, met een-ses-en-dertigste ten opsigte van elke sodanige oorskryding verminder, en hierdie vermindering word aangebring aan die voorsiening van die tydkring waarin die oorskryding voorkom of, indien die beskikbare siekteverlof van die betrokke tydkring reeds gebruik is, aan die voorsiening vir die eersvolgende tydkring.

(2) Vakansie-, siekte- en studieverlof sonder besoldiging tel as diens vir die vasstelling van die indeling van 'n beampte of werknemer by 'n verlofgroep kragtens regulasie 28.

(3) Vakansieverlof wat ingevolge subregulasie (1) gedurende 'n tydperk van vakansie-, siekte- of studieverlof sonder besoldiging aanwas, word nie aan 'n beampte of werknemer toegestaan nie voordat hy, na sy afwesigheid met sodanige verlof sonder besoldiging, weer sy dienste hervat het en word ook nie met terugwerkende krag toegestaan nie.

Verlof tel vir salarisverhogingsdoeleindes.

40. Alle verlof, van watter aard ook al, hetsy met of sonder besoldiging, tel vir salarisverhogingsdoeleindes.

Buitengewone gevalle.

41. (1) Indien daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie Deel regverdig, kan die rektor aan 'n beampte of werknemer of klasse beamptes of werknemers verlof toestaan op die voorwaardes wat die Minister goedkeur.

(2) Die Sekretaris kan, met die goedkeuring van die Minister, spesiale verlofvoorregte vir 'n beampte of werknemer of klasse beamptes of werknemers, asook verlofaangeleenthede wat nie deur hierdie regulasies gedek word nie of wat 'n afwyking van die bepalings van die regulasies meebring, bepaal.

Verlofstate.

42. (1) Die rektor hou ten opsigte van elke beampte en werknemer 'n verlofstaat, waarin alle afwesigheid van diens uitgesonderd die nie-oplopende vakansieverlof waarvoor vir groepe A, B, C en D by regulasie 28 voorsiening gemaak word, aangeteken word volgens die indeling vervat in regulasie 27.

(2) Alle verlofaansoeke word bewaar in die kantoor waar die verlofstaat gehou word en vir die tydperk wat die Sekretaris gelas. Elke aanwas van oplopende vakansieverlof ingevolge regulasie 54 word ook in die verlofstaat aangeteken. Met dien verstande dat geen goedgeealdus aangeteken word nie tensy dit deur die rektor goedgekeur is. Die goedkeuring moet ter staving van sodanige tegoedinskrywing bewaar word.

VAKANSIEVERLOF.—ALGEMENE BEPALINGS.

OPLOPENDE VAKANSIEVERLOF.

Aanwas van oplopende vakansieverlof.

43. Oplopende vakansieverlof, uitgesonderd oplopende vakansieverlof wat ingevolge regulasie 54 tot 'n beampte of werknemer se krediet geplaas word, was aan ten opsigte van elke voltooide kalendermaand van diens en wel teen een-twaalfde van die voorsiening wat ingevolge regulasie 28 op 'n beampte of werknemer van toepassing is.

preceded and succeeded by vacation or sick leave without pay, in which case the college vacation will be recorded as vacation or sick leave without pay, as the case may be.

Leave That Counts for Leave Purposes.

39. (1) All leave of whatever nature, with full or part pay, and vacation, sick and study leave without pay not exceeding 15 days in the aggregate in a calendar month, shall count for the purpose of leave accrual. If the leave without pay exceeds the number of days mentioned herein—

- (a) such excess shall not be regarded as service for the purposes of regulation 43; and
- (b) the provision in respect of sick leave with full pay and sick leave with half pay applying to an officer or employee in terms of regulation 28, shall be reduced by one thirty-sixth in respect of each such excess, which reduction shall be made from the provision of the cycle in which the excess occurs, or, if the available sick leave for the relative cycle has already been taken, from the provision for the next succeeding cycle.

(2) Vacation, sick and study leave without pay shall count as service for the purpose of determining an officer's or employee's leave group under regulation 28.

(3) Vacation leave accruing in terms of sub-regulation (1) during a period of vacation, sick or study leave without pay, shall not be granted to an officer or employee until he has resumed his duties after his absence on such leave without pay, and shall furthermore not be granted with retrospective effect.

Leave Counts for the Purpose of Salary Increments.

40. All leave, of whatever nature, whether with or without pay, shall count for the purpose of salary increments.

Exceptional Cases.

41. (1) In the event of circumstances arising that justify a departure from the provisions of this Part, the rector may grant leave to an officer or employee or classes of officers or employees on such conditions as the Minister may approve.

(2) The Secretary may, with the approval of the Minister, determine special leave privileges for an officer or employee or classes of officers or employees, as well as other leave matters that are not covered by these regulations or that constitute a departure from the provisions of the regulations.

Leave Registers.

42. (1) The rector shall keep a leave register in respect of each officer and employee in which all absences from duty, except the non-accumulative vacation leave provided for Groups A, B, C and D under regulation 28, shall be recorded in accordance with the classification contained in regulation 27.

(2) All applications for leave shall be filed in the office where the leave register is kept, for such period as the Secretary may direct. Every accrual of accumulative vacation leave in terms of regulation 54 shall also be recorded in such register: Provided that no credit shall be so recorded unless approved by the rector. The approval given shall be filed in support of such credit entry.

VACATION LEAVE.—GENERAL PROVISIONS.

ACCUMULATIVE VACATION LEAVE.

Accrual of Accumulative Vacation Leave.

43. Accumulative vacation leave, excluding accumulative vacation leave placed to the credit of an officer or employee in terms of regulation 54, shall accrue in respect of each completed calendar month of service at the rate of one-twelfth of the provision applicable to an officer or employee in terms of regulation 28.

Verpligte gebruik van oplopende vakansieverlof.

44. Die rektor kan te eniger tyd van 'n beampte of werknemer vereis dat hy 'n gedeelte van of al die oplopende vakansieverlof wat hom toekom, neem: Met dien verstande dat die maksimum tydperk van oplopende vakansieverlof wat by regulasie 48 en 49 voorgeskryf word, nie oorskry mag word nie.

Oorgeplaaste beamptes en werknemers.

45. Indien iemand wat voltyds in diens is van—

- (a) 'n universiteit of universiteitskollege wat by 'n Parlements-wet ingestel is;
- (b) 'n Provinsiale Onderwysdepartement;
- (c) 'n Staatsdepartement;
- (d) 'n onderwysinrigting wat as 'n Staatsondersteunde skool ingestel of erken is kragtens 'n wet wat deur 'n Staatsdepartement geadministreer word;
- (e) die Suid-Afrikaanse Spoorweë;
- (f) die Staatsdelwerye;
- (g) 'n Provinsiale Administrasie, en ingevolge 'n Provinsiale Ordonnansie aangestel is;

en sonder 'n onderbreking van diens aangestel word in of oorgeplaas word na 'n pos waarin hierdie regulasies op hom van toepassing word, behou hy die oplopende vakansieverlof wat hy te goed gehad het op die dag voor sy aanstelling of oorpasing. Indien sulke verlof slegs na die voltooiing van 'n vasgestelde diens tydperk geneem sou kon word en sodanige diens tydperk op die datum waarop hierdie regulasies op die beampte of werknemer van toepassing word, nog nie voltooi is nie, kan die te goed in verhouding tot die gedeelte van die betrokke diens tydperk wat hy op laasgenoemde datum voltooi het, bereken word en kan die betrokke verlof onmiddellik toegestaan word: Met dien verstande dat, behalwe met die goedkeuring van die Sekretaris, die vorige diens ten opsigte waarvan die verloftegoed oorgedra word, nie tel as diens vir verlofdoeleindes nie: Met dien verstande voorts dat by die toepassing van die bepalings van hierdie regulasie enige gedeelte van 'n dag as een dag gereken word wanneer die opgelope vakansieverlof tot 'n beampte of werknemer se krediet geplaas word op die datum waarop hierdie regulasies in werking tree of op hom van toepassing word.

Indeling vir verlofdoeleindes by oorpasing na ander betrekking.

46. Tensy die bepalings van regulasie 36 van toepassing is op 'n beampte of werknemer wat van een pos na 'n ander pos oorgeplaas word en wie se oorpasing 'n verandering van sy groepering vir verlofdoeleindes meebring, of wat om enige ander rede as sy oorpasing van die een na die ander vakansieverlofgroep oorgaan—

- (a) behou hy die oplopende vakansieverlofkrediet wat gedurende sy diens tydperk in die vorige groep of groepe aangewas het; en
- (b) word die nuwe groep met oplopende vakansieverlof op hom van toepassing vanaf die eerste dag van die kalendermaand waarin sodanige oorpasing of oorgang van krag word.

Beperking van oplopende vakansieverlof vir Groep A.

47. 'n Beampte of werknemer op wie die verlofvoorregte van Groep A van regulasie 28 van toepassing is, mag nie minder oplopende vakansieverlof as een hele kollegekwartaal neem nie, en dan slegs wanneer sodanige verlof toegeval het en beskikbaar is: Met dien verstande dat die rektor na goedgekenke 'n beampte of werknemer kan magtig om te eniger tyd die oplopende vakansieverlof wat hom toekom, of 'n gedeelte daarvan, te neem.

Maksimum oplopende vakansieverlof vir Groep A.

48. Die aanvangs- en verstrykingsdatum van enige tydperk van oplopende vakansieverlof wat aan 'n beampte of werknemer op wie die verlofvoorregte van groep A van regulasie 28 van toepassing is, toegestaan word, val saam met onderskeidelik die eerste en die laaste dag van 'n kollegekwartaal, behalwe waar die rektor anders goedkeur

Compulsory Use of Accumulative Vacation Leave.

44. The rector may at any time require an officer or employee to take the whole or a portion of the accumulative vacation leave due to him: Provided that the maximum period of accumulative vacation leave prescribed by regulation 48 and 49 shall not be exceeded.

Transferred Officers and Employees.

45. Any person who is in the full-time employ of—

- (a) any university or university college established by Act of Parliament;
- (b) any Provincial Education Department;
- (c) any Government Department;
- (d) any educational institution established or recognised as a State-aided institution under any Act administered by a Government Department;
- (e) the South African Railways;
- (f) the State Diggings;
- (g) any Provincial Administration and who was appointed under a Provincial Ordinance; and

who is appointed or transferred, without a break in service to any post in which these regulations become applicable to him, shall retain the accumulative vacation leave standing to his credit on the day before his appointment or transfer. If such leave could have been taken only after the completion of a specified period of service and such period of service has not been completed on the date on which these regulations become applicable to the officer or employee, the credit may be calculated in proportion to the portion of the relative period of service he has completed on such date, and the leave in question may be granted forthwith: Provided that, except with the approval of the Secretary, the previous service in respect of which the leave credit is carried forward shall not count as service for leave purposes: Provided further that, for the purposes of this regulation, any portion of a day shall be regarded as one day when the accumulated vacation leave is placed to the credit of an officer or employee on the date on which these regulations become effective or become applicable to him.

Classification for Leave Purposes on Transfer to another Post.

46. Unless the provisions of regulation 36 apply to an officer or employee who is transferred from one post to another and whose transfer results in a change in his classification for leave purposes or who, for any other reason than his transfer, passes from one vacation leave group to another—

- (a) he shall retain the accumulative vacation leave credit which accrued during his service in the previous group or groups; and
- (b) the new accumulative vacation leave group shall apply to him from the first day of the calendar month in which such transfer or transition becomes effective.

Limitation of Accumulative Vacation Leave for Group A.

47. Accumulative vacation leave shall not be taken by an officer or employee to whom the leave privileges of Group A of regulation 28 apply for less than one full college term and then only when such leave shall have accrued and be available: Provided that the rector may in his discretion authorise an officer or employee to take such accumulative vacation leave as may have accrued to him or a portion thereof at any time.

Maximum Accumulative Vacation Leave for Group A.

48. The date of commencement and date of termination of any period of accumulative vacation leave granted to an officer or employee to whom the leave privileges of Group A of regulation 28 apply, shall, except where otherwise approved by the rector, coincide with the first and the last day, respectively, of a college term, and the

en die totale ononderbroke tydperk van oplopende vakansieverlof mag nie oor meer as een semester strek nie: Met dien verstande dat die rektor 'n kort redelike verlenging van verlof kan toestaan aan 'n beampte of werknemer wat deur oorsake waarvoor hy geen beheer het nie, verhinder word om hom vir diens aan te meld, mits hy nog voldoende verlof te goet het: Met dien verstande voorts dat, indien sodanige beampte of werknemer nie voldoende verlof het om die verlangde verlenging te dek nie, enige tydperk van verlof wat toegestaan word bo wat hy te goet het as verlof sonder besoldiging aangeteken word.

Maksimum oplopende vakansieverlof vir Groepe B tot F.

49. In die geval van 'n beampte of werknemer op wie die verlofvoorregte van groepe B, C, D, E of F van regulasie 28 van toepassing is, mag ononderbroke afwesigheid met oplopende vakansieverlof 184 dae nie oorskry nie: Met dien verstande dat die rektor 'n kort redelike verlenging kan toestaan aan 'n beampte of werknemer wat deur oorsake waarvoor hy geen beheer het nie, verhinder word om hom vir diens aan te meld, mits hy nog voldoende oplopende vakansieverlof te goet het: Met dien verstande voorts dat, indien sodanige beampte of werknemer nie voldoende oplopende vakansieverlof te goet het om die verlangde verlenging te dek nie, enige tydperk van verlof wat toegestaan word bo wat hy te goet het, as vakansieverlof sonder besoldiging aangeteken word: Met dien verstande voorts dat vir die toepassing van hierdie regulasie oplopende vakansieverlof wat ingevolge sub-regulasie (1) van regulasie 65 toegestaan is, buite rekening gelaat word.

Oplopende vakansieverlof vir studiedoeleindes.

50. Ondanks andersluidende bepalings van hierdie regulasies, kan aan 'n beampte of werknemer oplopende vakansieverlof vir 'n tydperk van hoogstens twaalf maande of, in die geval van 'n lid van die doserende personeel, twee semesters vir studiedoeleindes wat die Sekretaris goedkeur, toegestaan word.

Aantekening van oplopende vakansieverlof.

51. Die oplopende vakansieverlof wat 'n beampte of werknemer op 1 Januarie van elke jaar tot sy krediet het, word in die verlofstaat aangeteken en by die aantekening van sodanige krediet word enige gedeelte van 'n dag as een dag gereken.

Oortoekenning van oplopende vakansieverlof.

52. Indien daar aan 'n beampte of werknemer meer vakansieverlof met volle besoldiging toegestaan is as waarvoor hierdie regulasies voorsiening maak, kan so 'n oortoekenning afgetrek word van vakansieverlof wat later aan hom toeval, mits die Sekretaris daarvan oortuig is dat die oortoekenning te goeder trou gedoen is: Met dien verstande dat, indien die beampte of werknemer bedank of sy dienste beëindig word voordat voldoende vakansieverlof vir die doel van so 'n aftrekking aan hom toegeval het, daardie gedeelte van die oortoekenning wat sy vakansieverlofaanwas op die laaste dag van sy diens oorskry, as 'n oorbetalings van salaris geag word wat of teruggevorder of met die goedkeuring van die Sekretaris afgeskryf word.

NIE-OPLOPENDE VAKANSIEVERLOF.

Toeval van nie-oplopende vakansieverlof vir groepe A en D.

53. Nie-oplopende vakansieverlof ingevolge groepe A en D van regulasie 28 val toe van die begin en vir die duur van die eerste kollegevakansie na aanstelling en daarna van die begin en vir die duur van elke daaropvolgende kollegevakansie: Met dien verstande dat, indien iemand wat voltyds in diens is van—

- (a) 'n universiteit of universiteitskollege wat by Parlementswet ingestel is;
- (b) 'n Provinsiale Onderwysdepartement;
- (c) 'n Staatsdepartement;

total continuous period of accumulative vacation leave shall not extend over more than one semester: Provided that the rector may grant an extension of leave for a short reasonable period to such officer or employee who, for reasons beyond his control, is prevented from reporting for duty, provided he has sufficient leave to his credit: Provided further that, if such officer or employee has not sufficient leave to his credit to cover the extension desired, any period of leave that may be granted in excess of his leave credit shall be recorded as leave without pay.

Maximum Accumulative Vacation Leave for Groups B to F.

49. In the case of an officer or employee to whom the leave privileges of Groups B, C, D, E or F of regulation 28 apply, continuous absence on accumulative vacation leave shall not exceed a period of 184 days: Provided that the rector may grant an extension for a short reasonable period to such officer or employee who, for reasons beyond his control, is prevented from reporting for duty, provided he has sufficient accumulative vacation leave to his credit: Provided further that if such officer or employee has not sufficient leave to his credit to cover the extension desired, any period of leave that may be granted in excess of the leave credit shall be recorded as vacation leave without pay: Provided further that for the purposes of this regulation no account shall be taken of accumulative vacation leave granted in terms of sub-regulation (1) of regulation 65.

Accumulative Vacation Leave for Study Purposes.

50. Notwithstanding anything to the contrary contained in these regulations, an officer or employee may be granted accumulative vacation leave for a period not exceeding twelve months or, in the case of a member of the teaching staff, two semesters, for study purposes approved by the Secretary.

Recording of Accumulative Vacation Leave.

51. The accumulative vacation leave standing to the credit of an officer or employee on the 1st January of each year shall be recorded in the leave register, and in recording such credit any portion of a day shall be regarded as one day.

Overgrant of Accumulative Vacation Leave.

52. If an officer or employee has been granted vacation leave with full pay in excess of that provided for in these regulations, such overgrant may be deducted from vacation leave that subsequently accrues to him: Provided that the Secretary is satisfied that the overgrant was made in good faith: Provided further that, if the officer or employee resigns or his services are terminated before sufficient vacation leave has accrued to him for the purpose of such deduction, the portion of the overgrant that has not yet been set off against his leave accrual on his last day of service shall be regarded as an over-payment of salary which shall be recovered or written off with the approval of the Secretary.

NON-ACCUMULATIVE VACATION LEAVE.

Accrual of Non-accumulative Vacation Leave for Groups A and D.

53. Non-accumulative vacation leave in terms of Groups A and D of regulation 28 shall accrue from the commencement and for the duration of the first college vacation after appointment and thereafter from the commencement and for the duration of each succeeding college vacation: Provided that any person who is in the full-time employ of—

- (a) any university or university college established by Act of Parliament;
- (b) any Provincial Education Department;
- (c) any Government Department;

- (d) 'n onderwysinrigting wat as 'n Staatsondersteunde skool ingestel of erken is kragtens 'n wet wat deur 'n Staatsdepartement geadministreer word;
- (e) die Suid-Afrikaanse Spoorweë;
- (f) die Staatsdelwerye;
- (g) 'n Provinsiale Administrasie en ingevolge 'n Provinsiale Ordonnansie aangestel is,

sonder 'n onderbreking van diens aangestel word in of oorgeplaas word na die doserende personeel van die universiteitskollege en sodanige aanstelling of oorpasing gedurende 'n kollegevakansie plaasvind, nie-oplopende vakansieverlof aan so iemand toegestaan kan word vanaf die datum van sy aanstelling of oorpasing en vir die onverstreke gedeelte van genoemde kollegevakansie.

Verpligte diens gedurende kollegevakansies.

54. Gedurende enige tydperk van nie-oplopende vakansieverlof kan die rektor na goeddunke vereis dat 'n beampte of werknemer wat vir verlofdoeleindes onder groep B of C van regulasie 28 ressorteer, op diens bly: Met dien verstande dat, indien 'n beampte of werknemer aldus verplig word om op diens te bly, hy gekrediteer kan word met oplopende vakansieverlof gelykstaande met die helfte van die getal dae wat hy aldus op diens gebly het: Met dien verstande voorts dat 'n beampte of werknemer ten opsigte van sodanige diens nie met meer as 14 dae oplopende vakansieverlof in elke kalenderjaar gekrediteer word nie.

Vakansieverlof sonder besoldiging.

55. Indien daar gegronde redes daarvoor bestaan, kan die rektor na goeddunke, maar behoudens die perke wat by paragraaf (c) van subregulasie (1) van regulasie 67 opgelê word, aan 'n beampte of werknemer wat geen vakansieverlof met besoldiging te goed het nie, vakansieverlof sonder besoldiging toestaan, maar vir hoogstens altesaam 184 dae in enige tydperk van agtien maande.

SIKTEVERLOF.—ALGEMENE BEPALINGS.

SIKTEVERLOF MET VOLLE EN HALFBESOLDIGING.

Toeval van siekteverlof.

56. (1) Siekteverlof val toe aan 'n beampte of werknemer op die eerste dag van 'n tydkring, en met ingang van daardie dag en behoudens enige ander bepaling van hierdie regulasies, kan die volle voorsiening van die betrokke tydkring aan hom toegestaan word: Met dien verstande dat aan geen beampte of werknemer siekteverlof met volle of halfbesoldiging toegestaan mag word nie voordat hy dertig dae diens wat tel as diens vir verlofdoeleindes, voltooi het en dan slegs ten opsigte van afwesighede na die voltooiing van sodanige diens.

(2) Indien 'n beampte of werknemer gedurende 'n tydkring sonder onderbreking van diens oorgaan na 'n groep waarin die siekteverlofvoorsiening minder gunstig is as dié wat voorheen op hom van toepassing was, behou hy vir die duur van die betrokke tydkring die siekteverlofvoorsiening wat voorheen op hom van toepassing was.

(3) Indien 'n beampte of werknemer gedurende 'n tydkring sonder onderbreking van diens oorgaan na 'n groep waar die siekteverlofvoorsiening gunstiger is, verwerf hy onmiddellik die siekteverlofvoorsiening van die nuwe groep min enige besoldigde siekteverlof wat hy reeds gedurende die betrokke tydkring gebruik het.

Verval van ongebruikte siekteverlof.

57. Ongebruikte siekteverlof wat vir 'n bepaalde tydkring voorgeskryf is, verval aan die einde van die betrokke tydkring.

Toestaan van siekteverlof.

58. Siekteverlof word slegs toegestaan ten opsigte van 'n beampte of werknemer se afwesigheid van diens weens 'n siekte, ongesteldheid of besering wat nie te wyte is aan sy eie toedoen of gebrek aan behoorlike voorsorg nie.

- (d) any educational institution established or recognised as a State-aided school under any Act administered by a Government Department;

- (e) the South African Railways;

- (f) the State Diggings;

- (g) any Provincial Administration and who was appointed in terms of a Provincial Ordinance;

and is appointed or transferred without a break in service to the teaching staff of the university college, and such appointment or transfer takes place during a college vacation, such person may be granted non-accumulative leave from the date of his appointment or transfer and for the unexpired portion of such college vacation.

Compulsory Duty during College Vacations.

54. During any period of non-accumulative vacation leave the rector may, in his discretion, require an officer or employee who for leave purposes falls under Group B or C of regulation 28 to remain on duty: Provided that, if an officer or employee is thus required to remain on duty, he shall be credited with accumulative vacation leave equal to one half the number of days he so remained on duty: Provided further that an officer or employee shall not be credited in respect of such duty with more than 14 days accumulative leave in each calendar year.

Vacation Leave Without Pay.

55. If sound reasons exist, the rector may, in his discretion, but subject to the limits imposed by paragraph (c) of sub-regulation (1) of regulation 67, grant an officer or employee who has no vacation leave with pay to his credit vacation leave without pay but not exceeding 184 days in the aggregate in any period of eighteen months.

SICK LEAVE.—GENERAL PROVISIONS.

SICK LEAVE WITH FULL AND HALF PAY.

Accrual of Sick Leave.

56. (1) Sick leave shall accrue to an officer or employee on the first day of a cycle and, subject to any other provisions of these regulations, the full provision of the relative cycle may be granted to him with effect from that day: Provided that no officer or employee may be granted sick leave with full or half pay until he has completed thirty days' service that counts as service for leave purposes and then only in respect of absences subsequent to the completion of such service.

(2) If an officer or employee, during a cycle and without a break in service, passes to a group in which the sick leave provision is less favourable than that formerly applicable to him, he shall, for the duration of the relative cycle, retain the sick leave provisions formerly applicable to him.

(3) If an officer or employee, during a cycle and without a break in service, passes to a group in which the sick leave provision is more favourable, he shall immediately acquire the sick leave provision of the new group less any paid sick leave already used by him during the relative cycle.

Lapse of Unused Sick Leave.

57. Unused sick leave prescribed for a particular cycle shall lapse at the end of that cycle.

Granting of Sick Leave.

58. Sick leave shall be granted only in respect of the absence from duty of an officer or employee owing to an illness, indisposition or injury for which he was not himself responsible or which was not due to his failure to take reasonable precautions.

Siekteverlof vir sekere siektes.

59. Siekteverlof vir senuwee-aandoenings, slapeloosheid, swakte en dergelike minder goed omskrewe siektes of ongesteldhede word toegestaan slegs indien die rektor oortuig is dat die applikant se gesondheidstoestand—

- (a) hom ongeskik maak vir sy werk; en
- (b) nie voortvloei uit sy versuim om aansoek om vakansieverlof te doen nie.

Verpligte mediese ondersoek.

60. (1) Die rektor kan te eniger tyd eis dat 'n beampte of werknemer hom onderwerp aan 'n ondersoek deur een of meer geregistreerde geneesheer wat die rektor aanwys.

(2) Die koste verbonde aan so 'n ondersoek word uit Staatsgelde betaal.

Siekteverlof vir meer as drie dae.

61. (1) Indien 'n beampte of werknemer weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae, word siekteverlof aan hom toegestaan slegs as hy 'n sertifikaat van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts, indien regulasie 63 op hom van toepassing is) wat—

- (a) duidelik die aard van die siekte omskryf;
- (b) verklaar dat hy nie in staat is om sy ampspligte waar te neem nie; en
- (c) aantoon watter tydperk nodig is vir sy herstel, by die rektor indien.

(2) Die rektor kan na goeddunke eis dat so 'n sertifikaat ook ten opsigte van tydperke van drie dae of minder ingedien word.

(3) Indien die Sekretaris oortuig is dat die beampte of werknemer se afwesigheid *bona fide* te wyte is aan siekte en dat daar goeie redes bestaan waarom 'n geneeskundige sertifikaat nie ingedien is nie, kan hy, by wyse van 'n endossement op die verlofaansoek, die beampte of werknemer van die indiening van 'n sertifikaat vrystel ten opsigte van 'n aaneenlopende tydperk van siekteverlof van hoogstens 14 dae.

Maksimum siekteverlof sonder geneeskundige sertifikaat.

62. Siekteverlof met of sonder besoldiging ten opsigte waarvan 'n sertifikaat in regulasie 61 bedoel nie ingedien is nie, word slegs toegestaan vir altesaam tien dae gedurende enige kalenderjaar en enige verdere afwesigheid moet gedek word deur die bestaan van vakansieverlof of, indien die beampte of werknemer geen vakansieverlof tot sy krediet het nie, van vakansieverlof sonder besoldiging. Met dien verstande dat die bepalings van hierdie regulasie nie van toepassing is nie op tydperke van afwesigheid ten opsigte waarvan vrystelling kragtens regulasie 61 verleen is. Met dien verstande voorts dat sodanige tydperke nie by die vasstelling van die tien dae ingereken word nie.

Geneeskundige sertifikaat deur 'n tandarts uitgereik.

63. (1) Indien 'n beampte of werknemer se afwesigheid te wyte is aan 'n tandverswering, kakebeenbreuk, akute Vincentbesmetting van die mond of komplikasies wat voortvloei uit die trek van tande, soos beenmurgontsteking, beenontsteking en sekondêre bloeiing, kan 'n sertifikaat soos by regulasie 61 omskryf en deur 'n geregistreerde tandarts uitgereik, vir die doel van daardie regulasie aanvaar word.

(2) Ondanks die bepalings van subregulasie (1), kan die rektor vereis dat 'n sertifikaat van 'n geregistreerde geneesheer ingedien word voordat hy siekteverlof toestaan.

Weiering van siekteverlof.

64. Ondanks die indiening van 'n sertifikaat soos by regulasies 61 en 63 omskryf, kan die Sekretaris na goeddunke weier om siekteverlof met besoldiging toe te staan ten opsigte van enige afwesigheid van diens waarop die sertifikaat betrekking het, en in so 'n geval word die afwesigheid as ongemagtig beskou en is die bepalings van regulasie 34 van toepassing.

Sick Leave for Certain Illnesses.

59. Sick leave may be granted in respect of nervous complaints, insomnia, debility and similar ill-defined illnesses or indispositions only if the rector is satisfied that the applicant's condition of health—

- (a) incapacitates him for duty; and
- (b) does not arise from his failure to apply for vacation leave.

Compulsory Medical Examination.

60. (1) The rector may at any time require an officer or employee to submit to an examination by one or more registered medical practitioners nominated by the rector.

(2) The expenditure connected with such examination shall be met from public funds.

Sick Leave in Excess of Three Days.

61. (1) If an officer or employee is absent from duty for a continuous period of more than three days owing to illness, he shall be granted sick leave only if he furnishes the rector with a certificate by a registered medical practitioner (or a registered dentist, if regulation 63 is applicable to him) which—

- (a) clearly describes the nature of the illness;
- (b) states that he is not capable of performing his official duties; and
- (c) indicates the period necessary for his recuperation.

(2) The rector may, in his discretion, require the submission of such a certificate in respect of periods of three days or less.

(3) If the Secretary is satisfied that the absence of the officer or employee is bona fide due to illness and that there are good reasons for the non-production of a medical certificate, he may, by an endorsement on the leave application, waive the submission of a medical certificate by the officer or employee in respect of sick leave for a continuous period not exceeding 14 days.

Maximum Sick Leave Without Medical Certificate.

62. Sick leave, with or without pay, in respect of which a certificate referred to in regulation 61 is not submitted, may be granted only for an aggregate of ten days during any calendar year and any further absence shall be covered by the granting of vacation leave or, if the officer or employee has no vacation leave to his credit, of vacation leave without pay. Provided that the provisions of this regulation shall not apply to periods of absence in respect of which exemption has been granted in terms of regulation 61. Provided further that such periods shall not be taken into consideration in the determination of the ten days.

Medical Certificate Issued by a Dentist.

63. (1) If an officer's or employee's absence is due to a dental abscess, a fracture of the jaw, acute Vincent infection of the mouth or complications following dental extractions, such as osteomyelitis, osteitis and secondary haemorrhage, a certificate as defined by regulation 61 and issued by a registered dentist, may be accepted for the purposes of that regulation.

(2) Notwithstanding the provisions of sub-regulation (1), the rector may require that a certificate by a registered medical practitioner be submitted before sick leave is granted by him.

Refusal of Sick Leave.

64. Notwithstanding the submission of a certificate as defined by regulations 61 and 63, the Secretary may, in his discretion, refuse to grant sick leave with pay in respect of any absence from duty to which the certificate relates, in which case the absence shall be regarded as unauthorised and the provisions of regulation 34 shall apply.

Omsetting van vakansieverlof in siekteverlof.

65. (1) Aan 'n beamppte of werknemer kan, op sy skriftelike aansoek, enige vakansieverlof wat hy tot sy krediet het, toegestaan word in plaas van siekteverlof met half-besoldiging of siekteverlof sonder besoldiging, mits sodanige aansoek nie later nie as dertig dae nadat hy sy dienste hervat het, ingedien word.

(2) Indien bedoelde vakansieverlof aan 'n beamppte of werknemer toegestaan is en hy ten opsigte daarvan betaling ontvang het, mag dit nie meer in siekteverlof met half-besoldiging of sonder besoldiging omgesit word nie.

Toestadn van siekteverlof gedurende afwesigheid met oplopende vakansieverlof.

66. (1) Indien 'n beamppte of werknemer aan wie oplopende vakansieverlof toegestaan is, siek word nadat hy reeds sy diens verlaat het om met vakansieverlof te gaan, kan daardie gedeelte van bedoelde oplopende vakansieverlof waartydens hy siek was, in siekteverlof omgeskep word indien—

(a) die beamppte of werknemer by die rektor 'n sertifikaat indien van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts indien regulasie 63 op hom van toepassing is) wat aan die vereistes by sub-regulasie (1) van regulasie 61 voorgeskryf, voldoen; en

(b) die nodige siekteverlof kragtens hierdie regulasies beskikbaar is.

(2) Vakansieverlof sonder besoldiging mag nie in siekteverlof omgeskep word nie.

SIEKTEVERLOF SONDER BESOLDIGING.*Beperking van siekteverlof sonder besoldiging en voorlegging van geneeskundige sertifikaat.*

67. (1) (a) Ondanks die bepalinge van regulasie 65, kan siekteverlof sonder besoldiging vir hoogstens 365 dae in enige besondere tydkring toegestaan word aan 'n beamppte of werknemer wat sy besoldigde siekteverlof waarvoor in hierdie regulasies voorsiening gemaak is, opgebruik het.

(b) Siekteverlof kan ingevolge paragraaf (a) toegestaan word ongeag die toestaan aan die beamppte of werknemer van addisionele siekteverlof met halfbesoldiging ingevolge regulasie 69.

(c) Indien die siekteverlof sonder besoldiging waarvoor in hierdie regulasie voorsiening gemaak word, aan 'n beamppte of werknemer toegestaan is, mag geen verdere verlof, van watter aard ook al, gedurende die betrokke tydkring aan hom toegestaan word nie om sy afwesigheid van diens weens siekte te dek.

(2) (a) Die toekenning aan 'n beamppte of werknemer van siekteverlof sonder besoldiging kragtens subregulasie (1) is daaraan onderworpe dat hy 'n bevredigende geneeskundige sertifikaat ten opsigte van elke afwesigheid van langer as drie dae aan die rektor voorle.

(b) Ten opsigte van afwesigheid wat nie drie dae oorskry nie, kan die rektor vrystelling van die indiening van 'n geneeskundige sertifikaat verleen.

SPEZIALE SIEKTEVERLOF.*Besering op diens.*

68. (1) Aan 'n beamppte of werknemer wat van diens afwesig is weens 'n besering wat spruit uit 'n ongeval wat uit sy diens ontstaan en in die loop daarvan plaasvind of weens 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteverlof met volle besoldiging toegestaan word vir die tydperk wat hy nie geskik is om sy normale pligte uit te voer nie, of, indien die geval binne die bestek van die Ongevalwet, 1941, val, spesiale siekteverlof met besoldiging gelykstaande met die verskil tussen volle besoldiging en die skadeloosstelling wat kragtens daardie Wet aan hom betaalbaar is.

(2) Spesiale siekteverlof ingevolge hierdie regulasie word nie toegestaan nie indien die rektor van oordeel is dat die ongeval aan die ernstige of opsetlike wangedrag van die beamppte of werknemer toe te skryf is.

Conversion of Vacation Leave into Sick Leave.

65. (1) An officer or employee may, on his written application, be granted any vacation leave he may have to his credit in lieu of sick leave with half pay or sick leave without pay, provided such application is submitted not later than thirty days after he has resumed his duties.

(2) Once the vacation leave referred to has been granted to an officer or employee and he has received payment in respect thereof, such leave may not be reconverted into sick leave with half pay or without pay.

Granting of Sick Leave During Period of Absence on Accumulative Vacation Leave.

66. (1) If an officer or employee to whom accumulative vacation leave has been granted, becomes ill after he has left his duties to proceed on vacation leave, that portion of accumulative vacation leave during which he was indisposed may be converted into sick leave if—

(a) the officer or employee submits to the rector a certificate by a registered medical practitioner (or a registered dentist if regulation 63 is applicable to him) that complies with the requirements prescribed by sub-regulation (1) of regulation 61; and

(b) the necessary sick leave is available in terms of these regulations.

(2) Vacation leave without pay may not be converted into sick leave.

SICK LEAVE WITHOUT PAY.*Limitation of Sick Leave Without Pay and Submission of Medical Certificate.*

67. (1) (a) Notwithstanding the provisions of regulation 65, sick leave without pay not exceeding 365 days in any particular cycle may be granted to an officer or employee who has used all his paid sick leave provided for in these regulations.

(b) The grant in terms of paragraph (a) may be made irrespective of whether the officer or employee has been granted additional sick leave with half pay in terms of regulation 69.

(c) If an officer or employee has been granted the sick leave without pay provided for in this regulation, he shall not, during the relative cycle, be granted any further leave of any nature whatsoever to cover his absence from duty owing to illness.

(2) (a) The granting to an officer or employee of sick leave without pay in terms of sub-regulation (1) is subject to the submission by him to the rector of a satisfactory medical certificate in respect of each absence in excess of three days.

(b) In respect of absences not exceeding three days the rector may waive the production of a medical certificate.

SPECIAL SICK LEAVE.*Injuries on Duty.*

68. (1) An officer or employee who is absent from duty owing to an injury sustained in an accident arising out of and in the course of his duties or owing to a disease contracted in the course of and as a result of his duties, may be granted special sick leave with full pay for the period he is incapacitated for his normal duties, or, if the case falls within the scope of the Workmen's Compensation Act, 1941, special sick leave with remuneration equal to the difference between full pay and the compensation payable to him in terms of that Act.

(2) Special sick leave in terms of this regulation shall not be granted if the rector is of the opinion that the accident is due to the serious or wilful misconduct of the officer or employee.

(3) Die bepalings van regulasies 60, 61 en 63 is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteverlof.

Buitengewone gevalle.

69. Indien aan 'n beamppte of werknemer die maksimum hoeveelheid siekteverlof waarvoor in hierdie regulasies voorsiening gemaak is, toegestaan is, en hy daarna om gesondheidsredes nog nie in staat is nie om sy pligte te hervat, kan die Sekretaris—

- (a) by die voorlegging aan hom van 'n bevredigende sertifikaat van 'n geregistreerde geneesheer;
- (b) indien hy daarvan oortuig is dat die beamppte of werknemer op die betrokke tydstop nie permanent ongeskik is vir die hervatting van sy normale pligte nie; en
- (c) indien die beamppte of werknemer geen vakansieverlof tot sy krediet het nie,

na goeddunke verdere siekteverlof met halfbesoldiging aan sodanige beamppte of werknemer toestaan vir hoogstens 92 dae in enige besondere tydkring ten opsigte van afsonderlike tydperke van afwesigheid en ten opsigte van ongesteldhede van verskillende aard.

SPEZIALE VERLOF.—ALGEMENE BEPALINGS.

SPEZIALE VERLOF MET VOLLE BESOLDIGING.

Doeleindes waarvoor spesiale verlof toegestaan word.

70. (1) Spesiale verlof met volle besoldiging kan aan 'n beamppte of werknemer toegestaan word—

- (a) indien hy 'n eksamen van 'n universiteit of universiteitskollege wat by 'n Parlements-wet ingestel is, of 'n ander eksamen wat die Sekretaris bepaal, aflê;
- (b) indien hy van diens afwesig is as gevolg van afsondering of isolasie volgens geneeskundige voorskrifte indien hy in aanraking was met 'n persoon wat 'n besmetlike of aansteeklike siekte opgedoen of vermoedelik opgedoen het. Met dien verstande dat die toestaan van spesiale verlof ingevolge hierdie paragraaf aan die indiening van 'n sertifikaat van 'n geregistreerde geneesheer wat die tydperk en oorsaak van afsondering of isolasie aandui, onderworpe is;
- (c) indien hy van diens afwesig is as gevolg van inhegtenisneming of omdat hy voor die hof moet verskyn op 'n kriminele aanklag en hy later vrygespreek word of die aanklag teruggetrek word, vir die tydperk van aanhouding en verhoor;
- (d) (i) indien hy as lid van die Burgermag ingevolge die Verdedigingswet, 1957, of 'n regulasie daarkragtens uitgevaardig, ononderbroke of onderbroke opleiding moet ondergaan, behalwe wanneer hy voltydse diens in plaas van vredestrydse opleiding ingevolge artikel *twintig* of voltydse opleiding ingevolge artikel *drie-en-twintig* van die Verdedigingswet, 1957, verig;
- (ii) indien hy as lid van die Burgermag, soos hierbo bepaal, met die toestemming van die Sekretaris vrywillig of as gevolg van 'n spesiale ooreenkoms tussen hom en die Departement van Verdediging in verband met sy opleiding, bo en behalwe enige opleiding wat hy ooreenkomstig genoemde Wet moet ondergaan, enige ononderbroke of onderbroke opleiding onderneem, of 'n instruksie- of kwalifiserende kursus bywoon, mits die Bevelvoerder van die betrokke Kommandement of Lugmaggroep sertifiseer dat sodanige opleiding of kursus nodig is in die belang van die Suid-Afrikaanse Weermag;
- (iii) indien hy as lid van 'n kommando ingevolge die Verdedigingswet, 1957, of 'n regulasie daarkragtens uitgevaardig, opleidingsoefeninge of ander jaarlikse opleiding ingevolge

(3) The provisions of regulations 60, 61 and 63 shall apply, *mutatis mutandis*, to the granting of special sick leave.

Exceptional Cases.

69. If an officer or employee who has been granted the maximum amount of sick leave provided for in these regulations is after such leave not yet able, for health reasons, to resume his duties, the Secretary may—

- (a) on the submission to him of a satisfactory certificate by a registered medical practitioner;
- (b) if he is satisfied that the officer or employee at that particular time is not permanently unfit to resume his normal duties;
- (c) if the officer or employee has no vacation leave to his credit;

in his discretion, grant the officer or employee further sick leave with half pay not exceeding 92 days in any one cycle in respect of separate periods of absence and in respect of different kinds of illnesses.

SPECIAL LEAVE.—GENERAL PROVISIONS.

SPECIAL LEAVE WITH FULL PAY.

Purposes for Which Special Leave is Granted.

70. (1) Special leave with full pay may be granted to an officer or employee—

- (a) for writing any examination of a university or university college established by Act of Parliament or any other examination that the Secretary may determine;
- (b) if he is absent from duty as a result of segregation or isolation on medical instructions if he has been in contact with a person who has contracted or is suspected of having contracted an infectious or contagious disease: Provided that the granting of special leave under this paragraph is subject to the submission of a certificate by a registered medical practitioner indicating the period of and reason for segregation or isolation;
- (c) if he is absent from duty as a result of his arrest or his appearance in court on a criminal charge and he is subsequently acquitted or the charge withdrawn, for the period of detention and trial;
- (d) (i) if, as a member of the Citizen Force, he is required, in terms of the Defence Act, 1957, or or any regulation made thereunder, to undergo continuous or non-continuous training except when he is performing whole-time service in lieu of peace-time training in terms of section *twenty* or undergoing whole-time training in terms of section *twenty-three* of the Defence Act, 1957;
- (ii) if, as a member of the Citizen Force, as referred to above, he voluntarily, or under a special agreement between him and the Department of Defence relating to his training, and with the permission of the Secretary, undertakes any continuous or non-continuous training or attends an instructional or qualifying course over and above any training for which he is liable in terms of the said Act, provided the Officer Commanding the respective Command or Air Force Group certifies that such training or course is necessary in the interests of the South African Defence Force;
- (iii) if, as a member of a commando, he is required in terms of the Defence Act, 1957, or any regulation made thereunder, to attend training exercises or other annual training in terms of

artikel vier-en-veertig van genoemde Wet moet bywoon, mits die Bevelvoerder van die betrokke Kommandement sertifiseer dat bywoning van sodanige opleidingsoefening of ander jaarlikse opleiding in ooreenstemming met die bepalings van voornoemde regulasies is;

- (iv) indien hy as lid van 'n kommando 'n instruksie- of kwalifiserende kursus bywoon, mits die Bevelvoerder van die betrokke Kommandement sertifiseer dat bywoning van sodanige kursus nodig is in die belang van die Suid-Afrikaanse Weermag;
- (v) indien hy as lid van die Reserwe van Offisiere 'n herhalingsoefenkursus moet bywoon of herhalingsopleiding moet ondergaan ten einde sy bevoegdheid te behou, mits die Stafhoof van die betrokke Landmag, Lugmag of Vlootmag sertifiseer dat sodanige kursus of opleiding nodig is in die belang van die Suid-Afrikaanse Weermag;
- (vi) indien hy as lid van enige afdeling van die Suid-Afrikaanse Weermag (behalwe 'n lid van die Burgermag wat voltydse diens in plaas van vredestrydse opleiding ingevolge artikel twintig verrig of voltydse opleiding ingevolge artikel drie-en-twintig van die Verdedigingswet, 1957, ondergaan) met inbegrip van 'n lid van die kommando wat opleidings-oefening of jaarlikse opleiding ingevolge artikel vier-en-veertig van die Verdedigingswet, 1957, ondergaan, opgeroep word ingevolge die bepalings van Hoofstuk X van die genoemde Wet vir diens in verband met die voorkoming of onderdrukking van onluste of ander nood in die Republiek van Suid-Afrika; en
- (vii) indien hy as lid van die doserende personeel enige onderwysklas of vakansiekursus vir dosente wat die Sekretaris goedkeur, bywoon.

(2) Die bepalings van paragraaf (d) van subregulasie (1) is van toepassing op werknemers wie se diensvoorwaardes ooreenkomstig die bepalings van nywerheids- en ander ooreenkomste vasgestel is.

(3) Spesiale verlof wat ingevolge subregulasie (1) toegestaan word, kan enige tydperk insluit wat werklik en noodsaaklikerwys deur reis vir doeleindes waarvoor die verlof toegestaan word, in beslag geneem is.

SPECIALE VERLOF OP BESOLDIGINGSVOORWAARDES SOOS DEUR DIE SEKRETARIS GOEDGEKEUR.

Buitengewone gevalle.

71. Die Sekretaris kan, in buitengewone gevalle, spesiale verlof goedkeur op besoldigingsvoorwaardes wat hy bepaal.

STUDIEVERLOF.—ALGEMENE BEPALINGS.

STUDIEVERLOF MET VOLLE BESOLDIGING.

Grondslag van studieverlof met volle besoldiging.

72. Die Sekretaris kan aan 'n beampte of werknemer wat onder Groep A van regulasie 28 ingedeel is, vir die studies of navorsing wat hy goedkeur, studieverlof met volle besoldiging toestaan wat gelyk is aan die getal dae oplopende vakansieverlof met volle besoldiging wat vir die doel van die goedgekeurde studies of navorsing aan die beampte of werknemer toegestaan is.

STUDIEVERLOF SONDER BESOLDIGING.

Beperking van studieverlof sonder besoldiging.

73. Behoudens die bepalings van regulasie 72, word verlof sonder besoldiging met die oog op verdere studie of navorsing wat die Sekretaris goedkeur, vir 'n tydperk van hoogstens twaalf maande toegestaan.

section forty-four of the said Act, provided the Officer Commanding the Command concerned certifies that attendance at such training exercises or other annual training is in accordance with the provisions of the afore-said regulations;

- (iv) if, as a member of a commando, he attends an instructional or qualifying course, provided the Officer Commanding the Command concerned certifies that attendance at such course is necessary in the interest of the South African Defence Force;
- (v) if, as a member of the Reserve of Officers, he is required to attend a refresher course or undergo refresher training in order to maintain his proficiency, provided the Army, Air or Naval Chief of Staff concerned certifies that such course or training is necessary in the interests of the South African Defence Force;
- (vi) if, as a member of any section of the South African Defence Force (except a member of the Citizen Force who is performing whole-time service in lieu of peace-time training in terms of section twenty or is undergoing whole-time training in terms of section twenty-three of the Defence Act, 1957), including a member of the commando who is attending a training exercise or annual training in terms of section forty-four of the Defence Act, 1957, he is called out in terms of the provisions of Chapter X of the said Act for service in the prevention or suppression of disorder or other emergency in the Republic of South Africa; and
- (vii) if, as a member of the teaching staff, he attends any class of instruction or any vacation course for lecturers approved by the Secretary.

(2) The provisions of paragraph (d) of sub-regulation (1) shall apply to employees whose conditions of service have been determined in accordance with the provisions of industrial and other agreements.

(3) Special leave granted in terms of sub-regulation (1) may include any period actually and necessarily occupied in travelling for the purpose for which the leave is granted.

SPECIAL LEAVE WITH PAY CONDITIONS AS APPROVED BY THE SECRETARY.

Exceptional Cases.

71. The Secretary may in exceptional cases approve special leave subject to such pay conditions as he may determine.

STUDY LEAVE.—GENERAL PROVISIONS.

STUDY LEAVE WITH FULL PAY.

Basis of Study Leave with Full Pay.

72. The Secretary may, for such studies or research as may be approved by him, grant to an officer or employee who is classified under Group A of regulation 28, study leave with full pay equal to the number of days' accumulative vacation leave with full pay granted to the officer or employee for the purposes of the approved studies or research.

STUDY LEAVE WITHOUT PAY.

Limitation of Study Leave Without Pay.

73. Subject to the provisions of regulation 72, leave without pay may be granted for a period not exceeding twelve months for such further study or research as may be approved by the Secretary.

DEEL IV.

74. Die bepalings van die Staatsdiensregulasies, soos afgekondig by Goewermentskennisgewing No. 2047 van 11 Desember 1959, en enige wysiging van gemelde Staatsdiensregulasies wat vir die toepassing van hierdie regulasie deur die Minister kragtens artikel ses-en-twintig van die Wet goedgekeur word, ten opsigte van verblyf-toelae, amptelike reise en vervoer, oorplasinge en vervoervoorregte by oorplasing, eerste aanstelling, diensbeëindiging en die dood, toewysing aan en bewoning van offisiële wonings van beamptes en werknemers in diens van die Staat is *mutatis mutandis* van toepassing op beamptes en werknemers in diens by die universiteitskollege: Met dien verstande dat—

- (a) vir die toepassing van hierdie regulasies 'n verwysing in gemelde Staatsdiensregulasies—
 - (i) na die aanbeveling van die Kommissie, die goedkeuring van die Sekretaris beteken; en
 - (ii) na die Tesourie of na die aanbeveling van die Kommissie gepaard met die goedkeuring van of raadpleging met die Tesourie, die goedkeuring van die Minister beteken;

(b) die Minister afwyking van die bepalings van gemelde regulasies, hetsy in die algemeen of ten opsigte van 'n besondere beampte, werknemer of persoon of klasse beamptes, werknemers of persone, kan goedkeur.

75. Indien iemand wat voltyds in diens is van—

- (a) 'n universiteit of universiteitskollege wat by 'n Parlements-wet ingestel is;
- (b) 'n Provinsiale Onderwysdepartement;
- (c) 'n Staatsdepartement;
- (d) 'n onderwysinrigting wat as 'n Staatsondersteunde skool ingestel of erken is kragtens 'n wet wat deur 'n Staatsdepartement geadministreer word;
- (e) die Suid-Afrikaanse Spoorweë;
- (f) die Staatsdelwerye; of
- (g) 'n Provinsiale Administrasie, en ingevolge 'n Provinsiale Ordonnansie aangestel is;

sonder 'n onderbreking van diens aangestel word in of oorgeplaas word na 'n pos op die vaste diensstaat van die universiteitskollege, word so 'n aanstelling of oorplasing vir die betaling van verblyf-toelae en oorplasinge en die toestaan van vervoervoorregte geag 'n oorplasing te wees.

DEEL V.

Voorwaardes vir die registrasie van studente.

76. (1) 'n Student doen aansoek om registrasie op 'n voorgeskrewe vorm wat van die registrateur van die universiteitskollege verkrygbaar is.

(2) Die raad bepaal die tydperk voor die aanvang van die akademiese jaar waarin studente toegelaat sal word om te registreer.

(3) 'n Student kan slegs met die spesiale toestemming van die rektor toegelaat word om na 14 Maart te registreer en in dié geval is laat registrasiegeld betaalbaar.

(4) 'n Student word nie geag geregistreer te wees nie voordat sy aansoek formeel goedgekeur is.

(5) 'n Student is verder onderworpe aan die registrasie-vereistes en die betaling van die gelde wat deur die Universiteit van Suid-Afrika voorgeskryf word.

DEEL VI.

Klas-, losies- en ander gelde.

77. Die gelde betaalbaar deur 'n student is:—

- (a) Registrasie: R10 per jaar.
- (b) Laat registrasie: R2 ekstra.

PART IV.

74. The provisions of the Public Service Regulations, published by Government Notice No. 2047 of the 11th December, 1959, and any amendments of the said Public Service Regulations approved for the purposes of these regulations by the Minister in terms of section twenty-six of the Act, in respect of subsistence allowance, official travelling and transport, transfer expenses and transport facilities on transfer, on first appointment and on termination of services and death, allocation to and occupation by officers and employees in the service of the Government of official quarters, shall apply *mutatis mutandis* to officers and employees in the service of the university college: Provided that—

(a) for the purposes of these regulations, a reference in the said Public Service Regulations to—

- (i) the recommendation of the Commission, shall mean the approval of the Secretary; and
- (ii) the Treasury or to the recommendation of the Commission given in conjunction with the approval of or in consultation with the Treasury, shall mean the approval of the Minister;

(b) the Minister may approve a departure from the provisions of the said regulations, either in general or in respect of a particular officer, employee or persons or classes of officers, employees or persons.

75. If any person who is in the full-time employ of—

- (a) any university or university college established by Act of Parliament;
- (b) any Provincial Educational Department;
- (c) any Government Department;
- (d) any educational institution established or recognised as a State-aided institution under any Act administered by a Government Department;
- (e) the South African Railways;
- (f) the State Diggings; or
- (g) any Provincial Administration and who was appointed under a Provincial Ordinance;

is appointed or transferred without a break in service to a post on the fixed establishment of the university college, such appointment or transfer shall be deemed to be a transfer for the payment of subsistence allowance and transfer expenses and the granting or transport privileges.

PART V.

Conditions for the Registration of Students.

76. (1) Every student shall apply for registration on a prescribed form obtainable from the registrar of the university college.

(2) The council shall determine the period before the beginning of the academic year during which students will be allowed to register.

(3) Any student may register after the 14th March only with the special permission of the rector, in which case a late registration fee shall be payable.

(4) A student shall not be deemed to be registered before his application has been formally approved.

(5) Every student shall further be subject to such registration requirements and liable for the payment of such fees as the University of South Africa may prescribe.

PART VI.

Tuition, Boarding and other Fees.

77. The fees payable by any student shall be:—

- (a) Registration: R10 per annum.
- (b) Late registration: R2 extra.

(c) Lesingsgelde.

- (i) Vir voltydse voorgraadse B.Sc.-studente: R64 per jaar.
- (ii) Vir voltydse voorgraadse ander studente en U.O.D.-studente: R56 per jaar.
- (iii) Buitemuurse voorgraadse studente: —
R12 per jaar per eerstejaarkursus;
R15 per jaar per tweedejaarkursus;
R30 per jaar per derdejaarkursus.

(iv) Nagraadse studente: Saamgestelde gelde: —

Honneursgraad en B.Ed.: R120.

Magistergraad: —

In departemente waar slegs 'n verhandeling vereis word: R60.

In departemente waar bykomende vraestelle geskryf word: R70.

Doktorsgraad: R120.

(d) Ontspanning en sport: R3 per jaar.

(e) KollegewaARBORG: R2.

(f) (i) Losies: R150 per jaar.

(ii) HostelwaARBORG: R2.

(g) Eksamen-, promosie- en vrystellingsgelde: Soos deur die Universiteit van Suid-Afrika voorgeskryf.

78. Geen student sal toegelaat word om te registreer nie voordat die registrateur daarvan oortuig is dat voorsiening gemaak is vir betaling van die voorgeskrewe gelde.

DEEL VII.

Toelating van studente tot, beheer van studente aan, en ontslag van studente uit die universiteitskollege.

79. 'n Student moet saam met sy aansoek en toelating ook aanneemlike getuigskrifte van goeie gedrag voorleë.

80. Voordat 'n student toegelaat word om vir 'n bepaalde kursus in te skryf, kan daar van hom verwag word om bevredigende bewys van goeie gesondheid te lewer.

81. 'n Student moet sy matrikulasiesertifikaat of die vrystelling daarvan, of enige ander sertifikaat wat as toelatingsvereiste tot 'n besondere studie dien, aan die registrateur vertoon voor die eerste dag van Mei van die jaar waarin hy vir die eerste maal ten opsigte van daardie studie toegelaat word.

Beheer van studente.

82. (1) 'n Student onderwerp hom by registrasie aan die regulasies en reëls wat binne en buite die terrein van die universiteitskollege op studente van toepassing is.

(2) 'n Student moet hom op die hoogte stel van die regulasies en reëls van die universiteitskollege.

(3) 'n Student moet hom by sy aankoms of so gou doenlik daarna by die registrateur aanmeld.

(4) Geen persoon mag sonder die verlof van die registrateur lesings bywoon voordat hy geregistreer is nie.

(5) 'n Student is verplig om die lesings gereeld by te woon en die vereiste werk in die laboratoria te verrig. 'n Student sal nie tot die eksamens toegelaat word nie tensy hy minstens driekwart van die vereiste lesings in enige vak bygewoon het. 'n Student wat verlof van afwesigheid wil hê, moet vooraf daarom by die rektor aansoek doen. In gevalle van afwesigheid, moet die student die rede vir sy afwesigheid so gou moontlik meedeel aan die professor of lektor wie se klas hy nie bygewoon het nie.

(6) 'n Student is verplig om hom nie alleen op die terrein van die universiteitskollege en in die omgewing nie, maar ook op ander plekke van alle gedrag wat nadelig sou kan wees vir die goeie naam van die universiteitskollege te weerhou.

(7) 'n Student mag nie lid word van enige studente-organisasie binne of buite die universiteitskollege wat nie deur die raad goedgekeur is nie en geen vereniging mag sonder die goedkeuring van die raad aan die universiteitskollege gestig word nie.

(c) Lecture fees:—

(i) For full-time undergraduate B.Sc. students: R64 per annum.

(ii) For other full-time undergraduate students and U.E.D. students: R56 per annum.

(iii) Extra-mural undergraduate students:—
R12 per annum per first-year course;
R15 per annum per second-year course;
R30 per annum per third-year course.

(iv) Post-graduate students: Composite fees:—

Honours degree and B.Ed.: R120.

Master's degree:—

In departments where a dissertation only is required: R60.

In departments where additional examinations are written: R70.

Doctor's degree: R120.

(d) Recreation and sport: R3 per annum.

(e) College caution money: R2.

(f) (i) Boarding: R150 per annum.

(ii) Hostel caution money: R2.

(g) Examination, graduation and exemption fees: As laid down by the University of South Africa.

78. No student shall be allowed to register before the registrar is satisfied that provision has been made for the payment of the prescribed fees.

PART VII.

Admission of Students to, Control of Students at, and Discharge of Students from the University College.

79. Every student shall submit acceptable testimonials of good conduct together with his application for admission.

80. Before any student is allowed to enrol for a particular course he may be required to submit satisfactory proof of good health.

81. Every student shall produce his matriculation certificate or exemption therefrom or any other certificate which serves as an admission requirement for a particular course of study to the registrar before the first day of May of the year in which he is admitted for the first time in respect of such course of study.

Control of Students.

82. (1) Every student shall on registration be subject to the rules and regulations applying to students within and outside the precincts of the university college.

(2) Every student shall acquaint himself with the rules and regulations of the university college.

(3) Every student shall report to the registrar on or as soon as possible after his arrival.

(4) No person shall without the permission of the registrar attend lectures before he has been registered.

(5) Every student shall attend lectures regularly and perform the required work in the laboratories. No student shall be admitted to the examinations unless he has attended not less than three-quarters of the required lectures in any subject. Any student who desires leave of absence, shall apply to the rector in advance for such leave. In the event of any absence, the student shall as soon as possible inform the professor or lecturer whose class he failed to attend of the reason for his absence.

(6) Every student shall, not only within and in the vicinity of the university college precincts, but also in all other places, refrain from all conduct which could be detrimental to the good name of the university college.

(7) No student shall become a member of any student's organisation within or outside the university college which has not been approved by the council, and no society or association shall be established at the university college without the approval of the council.

(8) Goedgekeurde studentekomitees mag ooreenkomstig die bepalings van die betrokke liggaam se konstitusie vergader, en geen ander studentevergadering mag sonder die toestemming van die rektor op die terrein van die universiteitskollege gehou word nie.

(9) 'n Student mag geen alkoholie se drank op die terrein van die universiteitskollege besit, gebruik of verskaf nie.

(10) Geen tydskrif, publikasie of vlugskrif waarvoor studente ten volle of ten dele verantwoordelik is en geen kennisgewing of plakkaat mag sonder die goedkeuring van die rektor versprei of vertoon word nie.

(11) Geen persverklaring mag deur of namens die studente of op hul versoek sonder die toestemming van die rektor uitgereik word nie.

(12) 'n Student mag nie sonder die toestemming van die rektor 'n motorvoertuig op die terrein van die universiteitskollege bring of aanhou nie.

(13) 'n Student wat skade aan die eiendom van die universiteitskollege veroorsaak, moet sodanige skade vergoed.

(14) Daar mag nie sonder die toestemming van die rektor op die terrein van die universiteitskollege gekollekteer word nie.

(15) 'n Student is onderworpe aan besondere reëls wat vir 'n bepaalde gedeelte van die terrein of vir geboue van die universiteitskollege geld.

(16) Verblyfsreëlings wat studente vir die duur van die kollegejaar tref, is aan die goedkeuring van die raad onderworpe.

(17) 'n Student moet die registrateur van enige verandering van posadres en woonplek in kennis stel.

Tug en ontslag.

83. 'n Student is onderworpe aan die dissiplinêre gesag van die raad of van die senaat na gelang van die aard van die oortreding. Die gesag van die raad en van die senaat is soos in hierdie regulasies voorgeskryf.

84. Die beheer en uitvoerende gesag van die universiteitskollege berus by die raad en die raad het die ooreenkomstig die bevoegdheid om met enige oortreding, uitgesonderd dié in regulasies 87 en 88 genoem, te handel.

85. Die raad kan een of meer van die volgende strawwe opleë:—

- (a) Uitsetting;
- (b) tydelike uitsetting;
- (c) geldboete;
- (d) enige ander gepaste straf wat onder die omstandighede geskik geag word.

86. Die senaat hou toesig oor en reël die tug en onderlig van studente in die verskillende departemente, voorlesings, klasse, en eksamens van die universiteitskollege, ooreenkomstig sodanige reëls as wat vir dié doel geformuleer mag word.

87. (1) Die senaat kan 'n student straf vir 'n oortreding wat die tug of onderlig in die onderskeie departemente, voorlesings, klasse en eksamens van die universiteitskollege raak, deur een of meer van die volgende strawwe op te lê:—

- (a) Uitsetting;
- (b) tydelike uitsetting;
- (c) skorsing uit klasse;
- (d) geldboete;
- (e) enige ander gepaste straf wat onder die omstandighede geskik geag word.

(2) In die geval van uitsetting of tydelike uitsetting deur die senaat word die besluit aan die raad vir bekragtiging voorgelê.

88. Die senaat kan toestemming tot die bywoning van 'n klas of klasse weier aan 'n student wie se werk of gedrag onbevredigend is.

(8) Approved students' committees may meet in terms of the constitution of the body concerned, and no other meeting of students shall be held in the precincts of the university college without the approval of the rector.

(9) No student may be in possession of, consume or supply alcoholic liquor in the precincts of the university college.

(10) No periodical, publication or pamphlet for which students are wholly or partly responsible and no notice or placard may be distributed or displayed without the approval of the rector.

(11) No press statement may be issued by or on behalf of or at the request of the students without the permission of the rector.

(12) No student may without the permission of the rector bring into or keep within the precincts of the university college any motor vehicle.

(13) Any student who cause damage to the property of the university college shall make good such damage.

(14) No collections may be held in the precincts of the university college without the approval of the rector.

(15) Every student shall be subject to any special rules pertaining to any particular part of the grounds or to the buildings of the university college.

(16) Residential arrangements made by students for the duration of the college year shall be subject to the approval of the council.

(17) Every student shall notify the registrar of any change of postal and residential address.

Discipline and Discharge.

83. Every student shall be subject to the disciplinary authority of the council or of the senate according to the nature of the offence. The authority of the council and of the senate shall be as prescribed in these regulations.

84. The control and executive authority of the university college shall be vested in the council and the council shall accordingly be empowered to deal with any offence, except those referred to in regulations 87 and 88 below.

85. The council may impose any one or more of the following punishments:—

- (a) Expulsion;
- (b) suspension;
- (c) a fine;
- (d) any other appropriate punishment considered fitting under the circumstances.

86. The senate shall supervise and regulate the discipline and the instruction of students in the various departments, lectures, classes and examinations of the university college in accordance with such rules as may be formulated for this purpose.

87. (1) The senate may punish any student for any offence affecting the discipline or instruction in the respective departments, lectures, classes and examinations of the university college, by imposing any one or more of the following punishments:—

- (a) Expulsion;
- (b) suspension;
- (c) suspension from attending classes;
- (d) a fine;
- (e) any other appropriate punishment considered fitting under the circumstances.

(2) In the event of expulsion or suspension by the senate, the decision shall be submitted to the council for confirmation.

88. The senate may refuse any student whose work or conduct is unsatisfactory permission to attend a class or classes.

89. Gewoonteverwaarloosing van werk in enige klas of afwesigheid sonder redelike oorsaak sal as 'n tugootreding beskou word.

90. Die rektor is die hooftugbeampte van die universiteitskollege en kan namens die raad of die senaat optree in die geval van enige tugootreding of wangedrag binne of buite die terrein van die universiteitskollege.

91. In geval van 'n oortreding van 'n regulasie of reël binne of buite die terrein van die universiteitskollege doen die rektor sodanige stappe as wat hy nodig ag, en het hy die bevoegdheid om 'n student te belet om klasse by te woon en/of om aan enige ander aktiwiteit aan die universiteitskollege deel te neem, hangende 'n finale beslissing.

92. (1) Die rektor het die bevoegdheid om namens die raad en die senaat self, in die geval van 'n tugootreding deur 'n student, 'n besluit te neem, en in die uitoefening van hierdie bevoegdheid kan hy 'n boete van hoogstens R20 opleë of enige ander gepaste stappe doen.

(2) 'n Student het die reg om by die senaat te appelleer indien die oortreding betrekking het op die departemente, voorlesings, klasse of eksamens van die universiteitskollege, en by die raad indien die oortreding van 'n ander aard is. Enige sodanige appèl moet binne vyf dae na die rektor se kennisgewing aan die student aangeteken word.

93. Indien die rektor van oordeel is dat 'n oortreding van 'n ernstige aard is, verwys hy die saak na of die senaat of die raad, na gelang van die geval.

94. In geval van 'n oortreding van 'n regulasie of reël binne of buite die terrein van die universiteitskollege verbeur die betrokke student alle aanspraak op terugbetaling of afslag van gelde wat betaal of betaalbaar is indien daar kragtens hierdie regulasies teen hom opgetree word.

DEEL VIII.

Fakulteite en departemente.

95. Die volgende fakulteite word aan die universiteitskollege ingestel:—

- (a) Lettere en Wysbegeerte.
- (b) Wiskunde en Natuurwetenskappe.
- (c) Handel en Administrasie.
- (d) Opvoedkunde.

DEEL IX.

BEVOEGDHEDE, PLIGTE EN WERKSAAMHEDE, TOELAES BETAALBAAR AAN EN AMPSTERMYN VAN LEDE, EN PROSEDURE OP VERGADERINGS VAN DIE RAAD, EN DIE BEVOEGDHEDE, PLIGTE, WERKSAAMHEDE EN SAMESTELLING VAN KOMITEES VAN DIE RAAD.

Bevoegdhede, pligte en werksaamhede van die raad en komitees van die raad.

96. Behoudens die bepalings van die Wet—

- (a) adviseer die raad die Minister of die Sekretaris omtrent 'n aangeleentheid wat die Minister of Sekretaris na die raad verwys;
- (b) verrig die raad of die uitvoerende komitee van die raad, behoudens die voorwaardes wat die Minister mag bepaal, alle handeling wat nodig is vir die uitoefening, uitvoering of verrigting van die regte, pligte, bevoegdhede, magte en werksaamhede wat die Minister kragtens artikel sewe-en-dertig (2) van die Wet aan die raad verleen, opleë of toevertrou. Met dien verstande dat 'n handeling van die uitvoerende komitee onderworpe is aan bekragtiging deur die raad op die eersvolgende gewone of buitengewone vergadering van die raad; en
- (c) tref die raad die maatreëls wat nodig mag wees vir die behoorlike uitoefening van sy bevoegdhede en uitvoering van sy pligte.

89. Habitual neglect of work in any class or absence without reasonable cause shall be regarded as a disciplinary offence.

90. The rector is the chief disciplinary officer of the university college and may act on behalf of the council or the senate in the event of any disciplinary offence or misconduct within or outside the precincts of the university college.

91. In the event of any contravention of any rule or regulation within or outside the precincts of the university college, the rector shall take such steps as he may deem necessary, and shall have the power to forbid any student to attend classes and/or to take part in any other activities at the university college, pending a final decision.

92. (1) The rector shall have the power to take a decision on behalf of the council and the senate itself, in the event of a disciplinary offence by a student, and in the exercise of such power he may impose a fine not exceeding R20 or take any other appropriate steps.

(2) Any student shall have the right to appeal to the senate, if the offence relates to the departments, lectures, classes or examinations of the university college, and to the council, if the offence is of any other nature. Any such appeal shall be lodged within five days after the rector's notification to the student.

93. If the rector is of the opinion that an offence is of a serious nature, he shall refer the matter to the senate or to the council, as the case may be.

94. In the event of a contravention of a rule or regulation within or outside the precincts of the university college, the student concerned shall forfeit every claim to any refund or remission of fees paid or payable if action has been taken against him in terms of these regulations.

PART VIII.

Faculties and Departments.

95. The following faculties shall be established at the university college:—

- (a) Arts.
- (b) Mathematics and Science.
- (c) Commerce and Administration.
- (d) Education.

PART IX.

POWERS, DUTIES AND FUNCTIONS, ALLOWANCES PAYABLE TO AND TERM OF OFFICE OF MEMBERS, AND PROCEDURE AT MEETINGS OF THE COUNCIL, AND THE POWERS, DUTIES, FUNCTIONS AND CONSTITUTION OF COMMITTEES OF THE COUNCIL.

Powers, Duties and Functions of the Council and Committees of the Council.

96. Subject to the provisions of the Act—

- (a) the council shall advise the Minister or the Secretary in regard to any matter the Minister or the Secretary may refer to such council;
- (b) and subject to such conditions as the Minister may lay down, the council or the executive committee of the council shall perform all acts necessary for the exercise, carrying out or performance of the right, duties, powers, authorities and functions conferred on, imposed upon or entrusted to the council by the Minister under section thirty-seven (2) of the Act: Provided that any act of the executive committee shall be subject to confirmation by the council at the next succeeding ordinary or special meeting of the council; and
- (c) the council shall take such measures as may be necessary for the proper exercise of its powers and performance of its duties.

Sekretaris van die raad.

97. Die registrateur van die universiteitskollege wat ingevolge artikel vyf-en-twintig van die Wet aangestel is, is die Sekretaris van die raad van die universiteitskollege en hy kan 'n ander beampte van die administratiewe personeel aanwys om hom behulpzaam te wees of om in sy plek op te tree.

Samestelling van komitees van die raad.

98. (1) Die raad stel van tyd tot tyd uit eie geledere 'n uitvoerende komitee aan.

(2) 'n Uitvoerende komitee bestaan uit—

- (a) die voorsitter van die raad *ex officio*, wat die voorsitter is;
- (b) die rektor van die universiteitskollege *ex officio*; en
- (c) twee ander raadslede.

Toelaes betaalbaar aan lede.

99. 'n Lid wat nie in die voltydse diens van die Staat is nie, is geregtig op—

- (a) 'n toelae van R6.30 vir elke dag waarop hy 'n vergadering of vergaderings van een of meer as een raad of uitvoerende komitee bywoon of vir elke dag waarop hy, in opdrag van die voorsitter, noodsaaklikerwys werk in verband met die raad verrig;
- (b) 'n reis- en verblyftoelae, behalwe op 'n dag wanneer 'n toelae ingevolge paragraaf (a) betaal word, teen R6.30 per dag (gereken van middernag tot middernag) vir elke voltooidde uur (een vier-en-twintigste) van die tyd na en van die vergaderplek van die raad of uitvoerende komitee in beslag geneem of terwyl hy noodwendig op 'n ander plek as sy gewone verblyfplek in diens van 'n raad opgehou word, indien hy in die Republiek van Suid-Afrika, Suidwes-Afrika, Suid-Rhodesië of die Protektorate reis; en
- (c) 'n eerste-klas-treinkaartjie (met toeslag vir die gebruik van 'n koepee) of 'n lugreiskaartjie vir 'n reis in diens van die raad of om 'n vergadering van die raad of uitvoerende komitee op 'n ander sentrum as dié waar hy woonagtig is, by te woon en, indien die reis nie in sy geheel per trein of lug afgelê kan word nie, vergoeding ten opsigte van motorvervoer na en van die plek van aankoms of vertrek: Met dien verstande dat—
 - (i) indien die reis nie doeltreffend per trein-, lug- of ander openbare vervoer onderneem kan word nie of dié trein-, lug- of ander openbare vervoer nie beskikbaar is nie, 'n vervoertoelae teen die geldende Staatsdienstarief vir die gebruik van sy private motor of vergoeding ten opsigte van gehuurde motorvervoer aan hom betaal word; en
 - (ii) indien die reis doeltreffend per trein- of ander openbare vervoer, uitgesonderd lugvervoer, onderneem kan word, en die lid verkies om per motor te reis, 'n vervoertoelae gelykstaande met die koste vir die Staat van 'n rit per spoor (toeslag vir die gebruik van 'n koepee uitgesluit) of ander openbare vervoer aan hom betaal word.

Ampstermyne van lede van die raad.

100. (1) Elke lid van die raad beklee sy amp vir 'n tydperk van drie jaar of tot sy bedanking uit sy amp.

(2) 'n Lid van die raad kan uit sy amp bedank deur aan die Sekretaris van die raad skriftelik kennis te gee.

(3) 'n Lid van die raad word geag uit sy amp te bedank het indien hy—

- (a) sonder verlof van die raad van twee agtereenvolgende gewone vergaderings afwesig is;
- (b) insolvent raak; of
- (c) aan 'n misdryf skuldig bevind word en tot tronkstraf sonder die keuse van 'n boete gevonnis word.

Secretary of the Council.

97. The registrar of the university college appointed under section twenty-five of the Act, shall be the secretary of the council of the university college and he may designate any other officer of the administrative staff to assist him or to act in his stead.

Constitution of Committees of the Council.

98. (1) The council shall from time to time appoint an executive committee from its members.

(2) An executive committee shall consist of—

- (a) the chairman of the council *ex officio*, who shall be the chairman;
- (b) the rector of the university college, *ex officio*;
- (c) two other members of the council.

Allowances Payable to Members.

99. A member who is not in the full-time employ of the State, shall be entitled to—

- (a) an allowance of R6.30 for every day on which he attends a meeting or meetings of one or more than one council or executive committee or for every day on which he necessarily performs any work in connection with the council on the instructions of the chairman;
- (b) a subsistence and travelling allowance, except on any day when an allowance is payable under paragraph (a), at the rate of R6.30 per day (reckoned from midnight to midnight) for every completed hour (one twenty-fourth) of the time spent in travelling to and from the venue of the meeting of a council or executive committee, or while necessarily detained while on duty for a council at any place other than his ordinary place of residence, if travelling in the Republic of South Africa, South West Africa, Southern Rhodesia or the Protectorates; and
- (c) a first-class train ticket (plus surcharge for the use of a coupé) or an air ticket for travelling on duty for the council or for the purpose of attending a meeting of a council or executive committee at any centre other than his place of residence, and, if the journey cannot be undertaken entirely by train or by air, reimbursement for motor transport to and from the point of arrival or departure: Provided that—
 - (i) if the journey cannot effectively be undertaken by train, air or any other public means of transport, or if such train, air or other public means of transport is not available, he shall be paid a transport allowance at the current Public Service rates for the use of his private motor-car or shall be reimbursed for hired motor transport; and
 - (ii) if the journey can effectively be undertaken by train or other public means of transport, excluding air transport, and the member prefers to travel by motor-car, he shall be paid a transport allowance equal to the cost to the State of a journey by train (excluding the surcharge for the use of a coupé).

Term of Office of Members of the Council.

100. (1) Every member of the council shall hold office for a period of three years or until he resigns his office.

(2) A member of the council may resign his office by giving notice to the secretary of the council in writing.

(3) A member of the council shall be deemed to have resigned his office if he—

- (a) is absent from two successive ordinary meetings without the permission of the council;
- (b) becomes insolvent; or
- (c) is convicted of an offence and sentenced to imprisonment without the option of a fine.

Vergaderings en kennisgewing van 'n vergadering van die raad.

101. (1) (a) 'n Gewone vergadering van die raad word gehou op die tyd en plek wat die voorsitter daarvan bepaal.

(b) Minstens tien dae voor die datum wat vir 'n gewone vergadering bepaal is, stel die Sekretaris van die raad elke raadslid skriftelik in kennis waar en wanneer die vergadering gehou word en watter sake daarop oorweeg sal word.

(2) (a) Die voorsitter kan uit eie beweging of op versoek van minstens drie lede van die raad, en moet, op versoek van die Sekretaris, 'n buitengewone vergadering belê.

(b) Skriftelike kennis van minstens drie dae word vir 'n buitengewone vergadering aan elke lid gegee en in hierdie kennisgewing meld die Sekretaris van die raad die sake waarvoor die vergadering belê word en geen ander sake word op daardie vergadering behandel nie.

Agenda van vergaderings van die raad.

102. (1) Behoudens die voorbehoudsbepalings van sub-paragraaf (2), behandel 'n raad op 'n vergadering alleenlik daardie aangeleenthede wat op die agenda voorkom en waarvan kennis aan die lede gegee is.

(2) Kennisgewing van die sake vir plasing op die agenda geskied skriftelik en word by die registrateur ingedien minstens drie dae voor die datum waarop hy kennis van die vergadering gee. Met dien verstande dat 'n lid met die toestemming van twee-derdes van die aanwesige lede 'n voorstel van dringende aard sonder kennisgewing op 'n gewone vergadering kan indien.

(3) 'n Saak op die agenda mag nie sonder die toestemming van 'n meerderheid van die aanwesige lede teruggetrek of van die agenda geskrap word nie.

Procedure by vergaderings van die raad.

103. (1) Op alle vergaderings van die raad vorm sewe lede 'n kworum.

(2) (a) Die eerste taak van 'n gewone vergadering, nadat dit aangestel is, is om die notule van die vorige vergadering, en van 'n buitengewone vergadering wat daaraan gehou is, te lees en dit deur die handtekening van die voorsitter te bekragtig.

(b) Die vergadering kan die notule as gelees beskou indien 'n afskrif daarvan vooraf aan elke lid gestuur is.

(c) Besware teen die notule word voor die bekragtiging daarvan geopper en afgehandel.

Voorstelle en besluite op vergaderings van die raad.

104. (1) 'n Voorstel of amendement daarop word gesekondeer en, indien die voorsitter dit gelas, moet dit skriftelik wees, en sonder verlof van die vergadering mag 'n voorstel nie teruggetrek word nie.

(2) 'n Besluit van die meerderheid van die aanwesige lede op 'n vergadering word as 'n besluit van die raad geag. Met dien verstande dat, in die geval van 'n staking van stemme, die voorsitter benewens sy gewone stem 'n beslissende stem het.

(3) Die getal lede wat ten gunste van of teen 'n voorstel stem, word in die notule aangeteken.

(4) Op versoek van 'n lid, gelas die voorsitter dat die stem van daardie lid in die notule aangeteken word.

(5) Die mening van 'n lid wat nie persoonlik die vergadering kan bywoon nie, word aan die vergadering voorgelê, indien dit skriftelik is, maar dit tel nie as 'n stem van daardie lid nie.

Spreekbeurte op vergaderings van die raad.

105. Sonder die toestemming van die vergadering, kan 'n lid nie meer as een keer nie oor 'n voorstel of 'n amendement daarop praat, maar die voorsteller van die voorstel of amendement kan antwoord. Met dien verstande dat 'n lid kan voorstel dat die saak wat bespreek word, in komitee behandel word, en indien so 'n voorstel gesekondeer word, dit sonder verdere bespreking gestel word.

Meetings and Notice of a Meeting of the Council.

101. (1) (a) An ordinary meeting of the council shall be held at the time and place appointed by its chairman.

(b) Not less than ten days before the date appointed for an ordinary meeting, the secretary of the council shall notify every member of the council in writing of the time and place of the meeting and the matters to be considered thereat.

(2) (a) The chairman may, on his own initiative or at the request of not less than three members of the council and shall, at the request of the secretary, call a special meeting.

(b) Notice of a special meeting of not less than three days shall be given in writing to every member and in such notice the secretary of the council shall state the business for which the meeting is being called, and no other business shall be dealt with at such meeting.

Agenda of Meeting of the Council.

102. (1) Subject to the provisos to sub-paragraph (2), the council shall at any meeting deal only with those matters appearing on the agenda, notice of which has been given to the members.

(2) Notice of the business to be placed on the agenda shall be given in writing and shall be submitted to the registrar not less than three days before the date on which he gives notice of the meeting: Provided that, with the consent of two-thirds of the members present, any member may at an ordinary meeting submit a motion of an urgent nature without notice.

(3) An item on the agenda shall not be withdrawn or deleted from the agenda without the consent of a majority of the members present.

Procedure at Meetings of the Council.

103. (1) At all meetings of the council seven members shall form a quorum.

(2) (a) The first task of an ordinary meeting, after it has been constituted, is to read the minutes of the previous meeting, and of any special meeting held subsequently, and to confirm such minutes by the signature of the chairman.

(b) The meeting may take the minutes as read if a copy of such minutes has been sent to every member in advance.

(c) Objections to the minutes shall be raised and dealt with before the confirmation of the minutes.

Motions and Resolutions at Meetings of the Council.

104. (1) A motion or an amendment thereto shall be seconded and, if the chairman so directs, shall be in writing, and no motion may be withdrawn without the permission of the meeting.

(2) A resolution of the majority of the members present at a meeting shall be deemed to be a resolution of the council: Provided that, in the event of an equality of votes, the chairman shall have a casting vote as well as a deliberative vote.

(3) The number of members voting in favour of or against a motion shall be recorded in the minutes.

(4) At the request of any member, the chairman shall direct that the vote of such member be recorded in the minutes.

(5) The views of a member who is unable to attend the meeting in person shall be submitted to the meeting, if in writing, but shall not count as a vote of such member.

Opportunities to Speak at Meetings of the Council.

105. Without the consent of the meeting, no member may speak more than once to a motion or any amendment thereto, but the proposer of the motion or amendment may reply: Provided that a member may move that the matter under discussion be dealt with in committee, and if such motion is seconded, it shall be put without further discussion.

Ordebeslissings op vergaderings van die raad.

106. Die beslissing van die voorsitter oor enige vraag van orde of prosedure op vergaderings waarvoor daar nie in die regulasies voorsiening gemaak is nie, is bindend, tensy 'n lid onmiddellik daarteen beswaar maak, en in so 'n geval word die vraag sonder bespreking aan die vergadering voorgelê en is die vergadering se beslissing finaal.

Notule van vergaderings van die raad.

107. (1) Die sekretaris van die raad hou notule van verrigtinge op alle vergaderings en stuur na afloop van elke vergadering twee afskrifte van die notule van die verrigting aan die sekretaris.

(2) Die raad besluit in watter van die amptelike tale die notule gehou word.

DEEL X.

BEVOEGDHEDE, PLIGTE EN WERKSAAMHEDE, TOELAES BETAALBAAR AAN EN AMPSTERMYN VAN LEDE, EN PROSEDURE OP VERGADERINGS VAN DIE ADVISERENDE RAAD.

Bevoegdhede, pligte en werksaamhede.

108. 'n Adviserende raad—

- (a) adviseer die raad omtrent 'n aangeleentheid wat die Minister, Sekretaris of raad na die adviserende raad verwys; en
- (b) tref die maatreëls wat nodig mag wees vir die behoorlike uitoefening van sy bevoegdhede en uitvoering van sy pligte.

Sekretaris.

109. Die rektor van die universiteitskollege wys 'n beampte as sekretaris van die adviserende raad aan.

Toelaes betaalbaar aan lede.

110. 'n Lid wat nie in die voltydse diens van die Staat is nie, is geregtig op—

- (a) 'n toelae van R5 vir elke dag waarop hy 'n vergadering of vergaderings van die adviserende raad bywoon of vir elke dag waarop hy, in opdrag van die voorsitter, noodsaaklikerwys werk in verband met die adviserende raad verrig;
- (b) 'n reis- en verblyftoelae, behalwe op 'n dag wanneer 'n toelae ingevolge paragraaf (a) betaal word, teen R5 per dag (gereken van middernag tot middernag) vir elke voltooidde uur (een vier-en-twintigste) van die tyd na en van die vergaderplek van die adviserende raad in beslag geneem of terwyl hy noodwendig op 'n ander plek as sy gewone verblyfplek in diens van die adviserende raad opgehou word, indien hy in die Republiek van Suid-Afrika, Suidwes-Afrika, Suid-Rhodesië of die Protektorate reis; en
- (c) 'n eersteklas-trein- en/of motorbuskaartjie vir 'n reis in diens van die adviserende raad om 'n vergadering van die adviserende raad op 'n ander sentrum as dié waar hy woonagtig is, by te woon en, indien die reis nie in sy geheel per trein en/of motorbus afgelê kan word nie, vergoeding ten opsigte van motorvervoer na en van die plek van aankoms en vertrek, mits die goedkeuring van die rektor vooraf verkry is om die reis per motor te onderneem: Met dien verstande dat—
 - (i) indien die reis nie doeltreffend per trein en/of motorbus onderneem kan word nie of dié trein- of motorbusvervoer nie beskikbaar is nie, 'n vervoertoelae teen die geldende Staatsdiens-tarief vir die gebruik van sy private motor of vergoeding ten opsigte van gehuurde motorvervoer aan hom betaal word; en
 - (ii) indien die reis doeltreffend met trein- of motorbusvervoer onderneem kan word, en die lid verkies om per motor te reis, 'n vervoertoelae gelykstaande met die koste vir die Staat van 'n rit per spoor of motorbus aan hom betaal word.

Rulings on Questions of Order at Meetings of the Council.

106. The ruling of the chairman on any questions of order or procedure at meetings not provided for in the regulations shall be binding, unless a member immediately objects thereto, in which event the question shall be put to the meeting without further discussion and the decision of the meeting shall be final.

Minutes of Meetings of the Council.

107. (1) The secretary of the council shall keep minutes of the proceedings at all meetings and after every meeting shall forward two copies of the minutes of the proceedings to the secretary.

(2) The council shall decide in which of the official languages the minutes are to be kept.

PART X.

POWERS, DUTIES AND FUNCTIONS, ALLOWANCES PAYABLE TO AND TERM OF OFFICE OF MEMBERS, AND PROCEEDINGS AT MEETINGS OF THE ADVISORY COUNCIL.

Powers, Duties and Functions.

108. An advisory council—

- (a) shall advise the council in regard to any matter the Minister, Secretary or council may refer to the advisory council; and
- (b) shall take such measures as may be necessary for the proper exercise of its powers and performance of its duties.

Secretary.

109. The rector of the university college shall designate an officer as secretary to the advisory council.

Allowances Payable to Members.

110. A member who is not in the full-time employ of the State shall be entitled to—

- (a) an allowance of R5 for every day on which he attends a meeting or meetings of the advisory council or for every day on which he necessarily performs any work in connection with the advisory council on the instructions of the chairman;
- (b) a subsistence and travelling allowance except on any day when an allowance is payable under paragraph (a), at the rate of R5 per day (reckoned from midnight to midnight) for every completed hour (one twenty-fourth) of the time spent in travelling to and from the venue of the meeting of the advisory council at any place other than his ordinary place of residence, if travelling in the Republic of South Africa, South West Africa, Southern Rhodesia or the Protectorates; and
- (c) a first-class train and/or motor-bus ticket for travelling on duty for the advisory council or for the purpose of attending a meeting of the advisory council at any centre other than his ordinary place of residence, and, if the journey cannot be undertaken entirely by train and/or motor-bus, reimbursement for motor transport to and from the point of arrival and departure, provided that prior approval has been obtained from the rector to undertake the journey by motor-car: Provided that—
 - (i) if the journey cannot effectively be undertaken by train and/or motor-bus or if such train or motor-bus transport is not available, he shall be paid a transport allowance at the current Public Service rates for the use of his private motor-car or shall be reimbursed for hired motor transport; and
 - (ii) if the journey can effectively be undertaken by train or motor-bus transport, and the member prefers to travel by motor-car he shall be paid a transport allowance equal to the cost to the State of a journey by train or motor-bus.

Ampstermyn van lede.

111. (1) Elke lid van die adviserende raad beklee sy amp vir 'n tydperk van drie jaar of tot sy bedanking uit sy amp.

(2) 'n Lid van die adviserende raad kan uit sy amp bedank deur aan die sekretaris van die raad skriftelik kennis te gee.

(3) Daar word beskou dat 'n lid van die adviserende raad uit sy amp bedank het indien hy—

- (a) sonder verlof van die adviserende raad van twee agtereenvolgende gewone vergaderings afwesig is;
- (b) insolvent raak; of
- (c) aan 'n misdryf skuldig gevind word en tot tronkstraf sonder die keuse van 'n boete gevonnis word.

Vergaderings en kennisgewing van 'n vergadering.

112. (1) (a) 'n Gewone vergadering word gehou op die tyd en plek wat die voorsitter daarvan bepaal.

(b) Minstens tien dae voor die datum wat vir 'n gewone vergadering bepaal is, stel die Sekretaris van die adviserende raad elke raadslid skriftelik in kennis waar en wanneer die vergadering gehou word en watter sake daarop oorweeg sal word.

(2) (a) Die voorsitter kan, uit eie beweging of op versoek van minstens drie lede, en moet, op versoek van die Sekretaris, 'n buitengewone vergadering belê.

(b) Skriftelike kennis van minstens drie dae word vir 'n buitengewone vergadering aan elke lid gegee en in hierdie kennisgewing meld die Sekretaris van die adviserende raad die sake waarvoor die vergadering belê word, en geen ander sake word op daardie vergadering behandel nie.

Agenda van vergaderings.

113. (1) Behoudens die voorbehoudsbepaling van sub-paragraaf (2) behandel die adviserende raad op 'n vergadering alleenlik daardie aangeleenthede wat op die agenda voorkom en waarvan kennis aan die lede gegee is.

(2) Kennisgewing van die sake vir plasing op die agenda geskied skriftelik en word by die Sekretaris van die adviserende raad ingedien minstens drie dae voor die datum waarop hy kennis van die vergadering gee. Met dien verstande dat 'n lid met die toestemming van tweederdes van die aanwesige lede 'n voorstel van dringende aard sonder kennisgewing op 'n gewone vergadering kan indien.

(3) 'n Saak op die agenda mag nie sonder die toestemming van 'n meerderheid van die aanwesige lede teruggetrek of van die agenda geskrap word nie.

Prosedure op vergaderings.

114. (1) Op alle vergaderings vorm vyf lede 'n kworum.

(2) (a) Die eerste taak van 'n gewone vergadering, nadat dit saamgestel is, is om die notule van die vorige vergadering, en van 'n buitengewone vergadering wat daarna gehou is, te lees en dit deur die handtekening van die voorsitter te bekragtig.

(b) Die vergadering kan die notule as gelees beskou indien 'n afskrif daarvan vooraf aan elke lid gestuur is.

(c) Besware teen die notule word voor die bekragtiging daarvan geopper en afgehandel.

Voorstelle en besluite op vergaderings.

115. (1) 'n Voorstel of amendement daarop word gesekondeer en, indien die voorsitter dit gelas, moet dit skriftelik wees, en sonder verlof van die vergadering mag 'n voorstel nie teruggetrek word nie.

(2) 'n Besluit van die meerderheid van die aanwesige lede op 'n vergadering word geag 'n besluit van die raad te wees. Met dien verstande dat, in die geval van 'n staking van stemme, die voorsitter benewens sy gewone stem 'n beslissende stem het.

(3) Die getal lede wat ten gunste van of teen 'n voorstel stem, word in die notule aangeteken.

(4) Op versoek van 'n lid, gelas die voorsitter dat die stem van daardie lid in die notule aangeteken word.

Term of Office of Members.

111. (1) Every member of the advisory council shall hold office for a period of three years or until he resigns his office.

(2) A member of the advisory council may resign his office by giving notice to the secretary of the council, in writing.

(3) A member of the advisory council shall be deemed to have resigned his office if he—

- (a) is absent from two successive ordinary meetings without the permission of the advisory council;
- (b) becomes insolvent; or
- (c) is convicted of an offence and sentenced to imprisonment without the option of a fine.

Meetings and Notice of a Meeting.

112. (1) (a) An ordinary meeting shall be held at the time and place appointed by the chairman.

(b) Not less than ten days before the date appointed for an ordinary meeting the secretary shall notify every member, in writing, of the time and place of the meeting and the matters to be considered thereat.

(2) (a) The chairman may, on his own initiative or at the request of not less than three members, and shall, at the request of the secretary, call a special meeting.

(b) Notice of a special meeting of not less than three days shall be given, in writing, to every member and in such notice the secretary of the advisory council shall state the business of the meeting and no other business shall be dealt with at such meeting.

Agenda of Meetings.

113. (1) Subject to the proviso to sub-paragraph (2), the advisory council shall at any meeting deal only with those matters appearing on the agenda, notice of which has been given to the members.

(2) Notice of the business to be placed on the agenda shall be given, in writing, and shall be submitted to the secretary of the advisory council not less than three days before the date on which he gives notice of the meeting. Provided that, with the consent of two-thirds of the members present, any member may at an ordinary meeting submit a motion of an urgent nature without notice.

(3) An item on the agenda shall not be withdrawn or deleted from the agenda without the consent of a majority of the members present.

Procedure at Meetings.

114. (1) At all meetings five members shall form a quorum.

(2) (a) The first task of an ordinary meeting, after it has been constituted, shall be to read the minutes of the previous meeting, and of any special meeting held subsequently, and to confirm such minutes by the signature of the chairman.

(b) The meeting may take the minutes as read if a copy of such minutes has been sent to every member in advance.

(c) Objections to the minutes shall be raised and dealt with before the confirmation of the minutes.

Motions and Resolutions at Meetings.

115. (1) A motion or an amendment thereto shall be seconded and, if the chairman so directs, shall be in writing, and no motion may be withdrawn without the permission of the meeting.

(2) A resolution of the majority of the members present at a meeting shall be deemed to be a resolution of the council. Provided that, in the event of an equality of votes, the chairman shall have a casting vote as well as a deliberative vote.

(3) The number of members voting in favour of or against a motion shall be recorded in the minutes.

(4) At the request of any member the chairman shall direct that the vote of such member be recorded in the minutes.

(5) Die mening van 'n lid wat nie persoonlik die vergadering kan bywoon nie, word aan die vergadering voorgeleë, indien dit skriftelik is, maar dit tel nie as 'n stem van daardie lid nie.

Spreekbeurte op vergaderings.

116. Sonder die toestemming van die vergadering, kan 'n lid nie meer as een keer nie oor 'n voorstel of 'n amendement daarop praat, maar die voorsteller van die voorstel of amendement kan antwoord: Met dien verstande dat 'n lid kan voorstel dat die saak wat bespreek word, in komitee behandel word, en indien so 'n voorstel gesekondeer word, dit sonder verdere bespreking gestel word.

Ordebeslissings op vergaderings.

117. Die beslissing van die voorsitter oor enige vraag van orde of prosedure op vergaderings waarvoor daar nie in die regulasies voorsiening gemaak is nie, is bindend, tensy 'n lid onmiddellik daarteen beswaar maak, en in so 'n geval word die vraag sonder bespreking aan die vergadering voorgeleë en is die vergadering se beslissing final.

Notule van vergaderings.

118. (1) Die Sekretaris van die raad hou notule van verrigtinge op alle vergaderings en stuur na afloop van elke vergadering twee afskrifte van die notule van die verrigtinge aan die Sekretaris.

(2) Die adviserende raad besluit in watter van die amptelike tale die notule gehou word.

(5) The views of a member who is unable to attend the meeting in person shall be submitted to the meeting, if in writing, but shall not count as a vote of such member.

Opportunities to Speak at Meetings.

116. Without the consent of the meeting, no member may speak more than once to a motion or any amendment thereto, but the proposer of the motion or amendment may reply: Provided that a member may move that the matter under discussion be dealt with in committee, and if such motion is seconded, it shall be put without further discussion.

Rulings on Questions of Order at Meetings.

117. The ruling of a chairman on any question of order or procedure at meetings not provided for in the regulations shall be binding, unless a member immediately objects thereto, in which event the question shall be put to the meeting without further discussion and the decision of the meeting shall be final.

Minutes of Meetings.

118. (1) The secretary of the council shall keep minutes of the proceedings at all meetings and after every meeting shall forward two copies of the minutes of the proceedings to the secretary.

(2) The advisory council shall decide in which of the official languages the minutes are to be kept.

INHOUD.

Departement van Indiërsake. GOEWERMENSKENNISGEWING.

No.	BLADSY
R. 47. Wet op Uitbreiding van Universiteits- opleiding, 1959: Regulasies: Universi- teitskollege vir Indiërs	1

CONTENTS.

Department of Indian Affairs. GOVERNMENT NOTICE.

No.	PAGE
R. 47. Extension of University Education Act, 1959: Regulations: University College for Indians	1

TELEGRAAF TARIWE

BINNELANDSE TELEGRAMME.—(Suid-Afrika en Suid- wes-Afrika):—

Gewone:—

Vir eerste 14 woorde of minder.....	20c
Vir elke bykomende woord.....	2c

INTERTERRITORIALE TELEGRAMME:—

Gewone na:—

Basoetoland en Swaziland:—

Vir eerste 12 woorde of minder.....	36c
Vir elke bykomende woord.....	3c

Noord-Rhodesië en Njassaland:—

Vir eerste 12 woorde of minder.....	48c
Vir elke bykomende woord.....	4c

Suid-Rhodesië en Betshoelaland:—

Vir eerste 12 woorde of minder.....	36c
Vir elke bykomende woord.....	3c

Mosambiek:—

Vir eerste 12 woorde of minder.....	36c
Vir elke bykomende woord.....	3c

TELEGRAPH TARIFFS

INLAND TELEGRAMS.—(South Africa and South West Africa):—

Ordinary:—

For first 14 words or less.....	20c
For each additional word.....	2c

INTERTERRITORIAL TELEGRAMS:—

Ordinary to:—

Basutoland and Swaziland:—

For first 12 words or less.....	36c
For each additional word.....	3c

Northern Rhodesia and Nyasaland:—

For first 12 words or less.....	48c
For each additional word.....	4c

Southern Rhodesia and Bechuanaland:—

For first 12 words or less.....	36c
For each additional word.....	3c

Mozambique:—

For first 12 words or less.....	36c
For each additional word.....	3c

Koop Nasionale Spaarsertifikate

Buy National Savings Certificates

Wette van die Republiek van Suid-Afrika, 1962

—GEOUTORISEERDE UITGAWE—

*met Alfabetiese Inhoudsopgawe en Tabel van Wette, ens.,
deur hierdie Wette Herroep en Gewysig*

Half gebonde in Kalfsleerband, R6.60 (Engels en Afrikaans)

VERKRYGBAAR BY DIE STAATSDRUKKER, PRETORIA EN KAAPSTAD

Statutes of the Republic of South Africa, 1962

—PUBLISHED BY AUTHORITY—

*With Table of Alphabetical Contents and Tables of Laws, etc.,
Repealed and Amended by these Statutes*

Half-bound in Law Calf, R6.60 (English and Afrikaans)

OBTAINABLE FROM THE GOVERNMENT PRINTER, PRETORIA AND CAPE TOWN

Atlas van Suid-Afrika

Omvattende Inleiding te-
samen met Statistiese Kaarte
dekkende die volgende:—

Afdeling I.—Relief, Geologie, Mynbou, Grondsoorte, Plantegroei en Visserye.
Afdeling II.—Klimaat en Waterhulpbronne.
Afdeling III.—Bevolking.
Afdeling IV.—Landbou.
Afdeling V.—Nywerhede en Beroepe.
Afdeling VI.—Vervoer.
Afdeling VII.—Buitelandse Handel.

PRYS R18.00

VERKRYGBAAR VAN DIE STAATSDRUKKER, PRETORIA EN KAAPSTAD

Atlas of South Africa

Comprehensive introduc-
tion together with Statis-
tical Maps covering the
following:—

Section I.—Relief, Geology, Soils, Vegetation and Fisheries.
Section II.—Climate and Water Resources.
Section III.—Population.
Section IV.—Agriculture.
Section V.—Industries and Occupations.
Section VI.—Transportation.
Section VII.—External Trade.

PRICE R18.00

OBTAINABLE FROM THE GOVERNMENT PRINTER, PRETORIA AND CAPE TOWN

Maak gebruik van die...

Posspaarbank!

Die veiligheid van u geld word deur die Staat gewaarborg en u is verseker van streng geheimhouding en ongeëwenaarde diens in verband met inlaes en opvragings

Die rente op inlaes in gewone rekenings is
2½% per jaar

Op bedrae wat in Spaarbanksertifikate belê word, is die rente 4% per jaar

R20,000 kan in Spaarbanksertifikate belê word

OPEN VANDAG 'N REKENING!

Use the...

Post Office Savings Bank

which provides

state security; strict secrecy and unrivalled facilities for deposits and withdrawals

Deposits in ordinary accounts earn interest at
2½% per annum

Amounts invested in Savings Bank Certificates
earn 4% per annum

R20,000 may be invested in Savings Bank Certificates

OPEN AN ACCOUNT TODAY!

DIT BETAAL U OM TE SPAAR!

SPAAR

- ★ VIR U FAMILIE SE TOEKOMS!
- ★ VIR U EIE HUIS!
- ★ VIR U AFTREDE!
- ★ VIR ALLE GEVALLE VAN NOOD!

POSSPAARBANK

Die Posspaarbank verdien $2\frac{1}{2}\%$ rente op die maandelikse balans, waarvan tot R100 per jaar van die rente van *Inkomstebelasting Vrygestel* is.

Die eerste belegging hoef nie meer as 10c te wees nie. So 'n rekening is baie handig in tye van nood of wanneer met vakansie, omdat stortings en terugvorderings by enige Poskantoor in die Republiek gedoen kan word.

Nie meer as R4,000 mag gedurende 'n boekjaar deur een persoon ingelê word nie.

IT PAYS YOU WELL TO SAVE!

SAVE

- ★ FOR YOUR FAMILY'S FUTURE!
- ★ FOR YOUR OWN HOME!
- ★ FOR YOUR RETIREMENT!
- ★ FOR ALL EMERGENCIES!

POST OFFICE SAVINGS BANK

The Post Office Savings Bank earns $2\frac{1}{2}\%$ interest on the monthly balance, of which interest up to R100 per annum is *Free of Income Tax*.

The first deposit need to be no more than 10c. Such an account is very handy in times of emergency or when on holiday, as deposits or withdrawals can be made at any Post Office in the Republic.

Not more than R4,000 may be deposited by one person during a financial year.

NYWERAARS, SAKEMANNE EN EKONOME!

Benodig u 'n omvangryke en geredelik beskikbare bron van statistiese inligting vir die Republiek van Suid-Afrika vir die afgelope 18 jaar?

Koop 'n eksemplaar van die Buro vir Statistiek se nuwe Publikasie:

„STATISTIESE JAARBOEK 1964"

Hierdie publikasie bevat meer as 600 bladsye van statistiese tabelle en 31 vol-bladsy grafieke.

Die volgende onderwerpe word gedek:—

Bevolking
Volkstrek
Lewenstatistieke
Gesondheid
Onderwys
Bestaansbeveiliging
Geregtelike Statistieke
Arbeid

Pryse
Landbou
Visserye
Mynwese
Nywerheid
Binnelandse Handel
Buitelandse Handel
Vervoer

Kommunikasie
Openbare Finansies
Geld- en Bankwese en
Algemene Finansies
Volksrekeninge
Bruto Kapitaalvorming
Betalingsbalans
Buitelandse Lasten en Bates

Eksemplare van die
STAATSDRUKKER, PRETORIA OF KAAPSTAD verkrygbaar.
Prys R3.30. Oorsee R4.15 Posvry.

INDUSTRIALISTS, BUSINESSMEN AND ECONOMISTS!

Do you require a comprehensive readily available source of statistical information for the Republic of South Africa over the past 18 years?

Buy a copy of the Bureau of Statistics' new Publication:

"STATISTICAL YEAR BOOK 1964"

This publication contains more than 600 pages of statistical tables and 31 full-page charts.

The following subjects are covered:—

Population
Migration
Vital Statistics
Health
Education
Social Security
Judicial Statistics
Labour

Prices
Agriculture
Fisheries
Mining
Industry
Internal Trade
Foreign Trade
Transport

Communication
Public Finance
Statistics of Large Towns
Currency, Banking and
General Finance
National Accounts
Balance of Payments
Foreign Liabilities and Assets

Copies obtainable from the
GOVERNMENT PRINTER, PRETORIA OR CAPE TOWN.

Price R3.30. Overseas R4.15 Post Free.

Koop Nasionale Spaarsertifikate
Buy National Savings Certificates