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GOEWERMENTSKENNISGEWING GOVERNMENT NOTICE

DEPARTEMENT VAN ONDERWYS

No. 755

10 Junie 1999

WET OP HOËR ONDERWYS, 1997

DIE UNIVERSITEIT VAN PRETORIA WYSIGING VAN STATUUT

Die Raad van die Universiteit van Pretoria het die Statuut soos uiteengesit in die Bylae opgestel ooreenkomstig artikel 32 van die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997), wat hiermee, in ooreenstemming met artikel 33 van die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997), met die goedkeuring van die Minister van Onderwys gepubliseer word en wat tree in werking op die datum van hierdie publikasie.

BYLAE

1. In hierdie Bylae beteken die woorde "die Statuut" die Statuut van die Universiteit van Pretoria, 1996, gepromulgeer in Goewermentskennisgewing No. R1632 van 18 Oktober 1996.
2. Die volgende Hoofstuk vervang Hoofstuk III van die Statuut:

"Hoofstuk III**RAAD****Werkzaamhede**

1. (1) Die Raad beheer die Universiteit onderworpe aan die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997), die Private Wet van die Universiteit van Pretoria, 1990 (No. 106 van 1990) en die Statuut.
- (2) Die Raad het in die algemeen 'n beleidmakende en 'n moniterende verantwoordelikheid en is in die besonder verantwoordelik om riglyne neer te lê met betrekking tot -
 - (a) strategiese beheer;
 - (b) finansiële beheer;
 - (c) personeelaangeleenthede;
 - (d) die skep van 'n positiewe akademiese klimaat;
 - (e) dissiplinêre aangeleenthede ten opsigte van personeel en studente; en
 - (f) die toelatings- en taalbeleid van die Universiteit: Met dien verstande dat die taalbeleid en aspekte van die toelatingsbeleid met instemming van die Senaat bepaal word soos vereis in die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997).

- (3) Alvorens die Raad oor die volgende aangeleenthede besluite neem, moet die Institusionele Forum die Raad van skriftelike advies voorsien -
- (a) die implementering van die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997) en die nasionale beleid op hoër onderwys;
 - (b) die formulering van 'n beleid oor ras- en geslagregverdigheid;
 - (c) die keuring van kandidate vir senior bestuursposisies;
 - (d) gedragskodes;
 - (e) bemiddeling en geskilbeslegtingsprosedures;
 - (f) die formulering van beleid ter bevordering van 'n institusionele kultuur gekenmerk deur verdraagsaamheid, respek vir basiese menseregte en 'n positiewe akademiese klimaat; en
 - (g) die bestuur van kulturele diversiteit op die Universiteit se kampus.
- (4) Die Raad moet persone aanstel wat die Raad nodig ag om die Universiteit doeltreffend te bestuur. Met dien verstande dat geen persoon deur die Raad as 'n dosent aangestel word nie behalwe na oorleg met die Senaat of 'n komitee van die Senaat.
- (5) Die Raad moet volledige rekords hou van sy werksaamhede asook alle bates, laste, inkomste, uitgawes en ander finansiële transaksies soos vereis in artikel 41(1) van die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997) en moet aan die Minister van Hoër Onderwys die verslae lewer soos beoog in artikel 41(2) en artikel 41(3) van dieselfde wet.
- (6) Die Raad moet, na oorleg met die Verteenwoordigende Studenteraad, ingevolge die Universiteit se Institusionele Reëls voorsiening maak vir 'n struktuur of strukture om die Raad met advies te bedien oor die lewering van studentedienste aan die Universiteit.

Samestelling

2.(1) Die Raad word soos volg saamgestel -

- (a) die Rektor;
- (b) die Viserektore;
- (c) vier (4) lede van die Senaat;
- (d) ses (6) persone deur die Raad aangestel op sterkte van hulle kundigheid en ervaring;
- (e) vier (4) persone wat lede is van die Konvokasie van die Universiteit, verkies deur die lede van Tuks Alumni ingevolge die Grondwet van Tuks Alumni;
- (f) vier (4) studente deur die Verteenwoordigende Studenteraad aangewys;
- (g) vier (4) persone deur die Minister van Onderwys aangewys ingevolge subartikel 27(4)(c) van die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997);
- (h) vier (4) persone deur plaaslike owerheidinstellings aangewys om die gemeenskappe wat deur die Universiteit bedien word te verteenwoordig;
- (i) twee (2) persone verkies uit die donateurs van die Universiteit;
- (j) twee (2) werknemerverteenwoordigers uit die geledere van die akademiese personeel verkies; en
- (k) twee (2) werknemerverteenwoordigers uit die geledere van die nie-akademiese personeel verkies.

- (2) Raadslede word verkies of aangewys ingevolge die bepalings van paragraaf 4 van hierdie Hoofstuk.

Ampstermyne

3. (1) Die Rektor en die Viserektore is lede van die Raad vir solank hulle die poste bekleë.

- (2) Die ampstermyn van verteenwoordigers van die Verteenwoordigende Studenteraad is dieselfde as dié van die Verteenwoordigende Studenteraad wat die aanstelling gemaak het.
- (3) Alle ander lede se ampstermyn is vier (4) jaar: Met dien verstande dat lede wie se ampstermyn verstryk het, weer herkies of aangewys mag word.
- (4) Die lidmaatskap van 'n lid van die Raad word beëindig indien genoemde raadslid -
 - (a) versuim om drie (3) agtereenvolgende gewone vergaderings van die Raad, sonder verlof van die Raad, by te woon;
 - (b) se boedel gesekwestreer word;
 - (c) aan 'n misdaad skuldig bevind word wat volgens die uitsluitlike oordeel van die Raad van so 'n ernstige aard is dat dit nie wenslik is dat die lid se voortgesette lidmaatskap van die Raad nie wenslik is nie;
 - (d) deur 'n bepaalde belangegroep gekies of aangewys is om die betrokke belangegroep te verteenwoordig en die Raadslid se lidmaatskap of verbintenis met die belangegroep beëindig word; of
 - (e) die ouderdom van sewentig jaar bereik het.
- (5) Buiten die Rektor, Viserektore, verteenwoordigers van die Senaat en verteenwoordigers van werknemers, mag geen raadslid 'n permanente personeellid van die Universiteit wees nie en indien dit sou gebeur, vervul só 'n Raadslid se lidmaatskap van die Raad.
- (6) 'n Raadslid is daarop geregtig om te enige tyd sy of haar bedanking skriftelik by die Voorsitter van die Raad in te dien.

Verkiesings- en Aanwysingsprosedures

4. (1) Senaatsverteenwoordigers op die Raad word verkies ingevolge die prosedure in Hoofstuk IV van die Statuut voorgeskryf.
- (2) Die werknemerverteenwoordigers op die Raad word uit die geledere van die akademiese en nie-akademiese personeel verkies ingevolge 'n proses onder die beheer van die Registrateur bestaande uit die volgende -
 - (a) Die Registrateur bied, binne 'n redelike tyd voor 'n bepaalde verkiesingsdatum

- (i) elke permanente akademiese personeellid 'n geleentheid om 'n verteenwoordiger of verteenwoordigers om die permanente akademiese personeel op die Raad te verteenwoordig te nomineer; en
 - (ii) elke permanente nie-akademiese personeellid 'n geleentheid om 'n verteenwoordiger of verteenwoordigers om die permanente nie-akademiese personeel op die Raad te verteenwoordig, te nomineer.
- (b) Elke genomineerde kandidaat moet deur ten minste tien (10) persone gesekondeer word en so 'n persoon moet skriftelik teenoor die Registrateur aandui dat hy of sy die nominasie aanvaar.
- (c) Na die sluiting van die nominasie tref die Registrateur reëlings vir 'n verkiesing deur gepaste stembriewe aan elke permanente akademiese personeellid of permanente nie-akademiese personeellid, na gelang van die geval, te stuur en dit daarna terug te ontvang.
- (d) Permanente akademiese personeellede stem vir vakatures wat deur die permanente akademiese personeellede gevul moet word en permanente nie-akademiese personeellede stem vir vakatures wat deur permanente nie-akademiese personeellede gevul moet word.
- (e) 'n Verkiesing is slegs geldig indien ten minste vyftien (15) persent van die permanente akademiese personeellede of permanente nie-akademiese personeellede, na gelang van die geval, daaraan deelgeneem het.
- (f) Die Registrateur maak die uitslag van die stemming bekend.
- (g) Die Registrateur bepaal, na oorleg met die Direkteur Personeel, of 'n personeellid van die Universiteit, of 'n personeellid van die Universiteit wat gesamentlik deur die Universiteit en 'n ander liggaam aangestel is, as 'n akademiese of 'n nie-akademiese personeellid kwalifiseer.
- (h) Waar 'n personeellid ingevolge sy pligstaats beide akademiese en nie-akademiese pligte verrig, word genoemde personeellid geag 'n akademiese personeellid te wees.

- (3) Die studentelede op die Raad word op 'n gewone of 'n spesiale vergadering van die Verteenwoordigende Studenteraad aangewys volgens 'n aanwysingsprosedure van die Verteenwoordigende Studenteraad: Met dien verstande dat verteenwoordigers van minderheidsbelangegroepes op kampus óók ingesluit moet word in die groep lede wat deur die Verteenwoordigende Studenteraad benoem word om sodoende genoemde groepe te bemagtig.
- (4) Die verkiesing van Raadslede uit die geledere van die donateurs van die Universiteit geskied ooreenkomstig Hoofstuk VI van die Statuut.
- (5) Die lede van die Raad wat op die Raad aangestel word vanweë hulle kundigheid en ervaring, word by wyse van 'n demokratiese proses aangewys onder die beheer en toesig van die Registrateur -
 - (a) Die Registrateur plaas 'n advertensie in twee (2) nasionale koerante waarin hy of sy 'n uitnodiging rig aan plaaslike en nasionale burgerlike belangegroepes om persone te nomineer om vanweë hulle kundigheid en ervaring op die Raad te dien.
 - (b) Indien die advertensies volgens die mening van die Raad nie bevredigende reaksie ontlok het nie, kan die Raad organisasies of persone versoek om addisionele persone te nomineer.
 - (c) Die Raad kan, na oorleg met die Registrateur, 'n komitee aanwys om 'n kortlys van die geskikste genomineerdes op te stel.
 - (d) Die Raadslede word op 'n gewone of 'n buitengewone vergadering van die Raad verkies uit die geledere van die genomineerdes, of waar daar 'n kortlys is, uit die geledere van die genomineerdes op die kortlys.
- (6) In die verkiesing van lede vir die Raad soos in subparagraaf (5) beoog, hou die Raad daarmee rekening dat, benewens die vraag na die kundigheid en ervaring van die individuele kandidate, dit wenslik is om 'n breë en gebalanseerde verteenwoordiging van plaaslike en nasionale burgerlike belangegroepes op die Raad te hê.
- (7) Die proses vir die aanwysing van Raadslede wat staatsbelange op 'n nasionale vlak en gemeenskapsbelange op 'n plaaslike vlak verteenwoordig, soos in paragrawe 2(1)(g) en 2(1)(h) van hierdie Hoofstuk bedoel, word deur die Registrateur beheer: Met dien verstande dat die Raad die plaaslike owerheidsinstellings in paragraaf 2(1)(h) van hierdie Hoofstuk bedoel, aanwys.

- (8) Waar daar 'n toevallige vakature op die Raad ontstaan, geld die proses wat gevolg moet word om die vakature te vul, met die nodige veranderinge, soos hierbo uiteengesit.
- (9) 'n Nuwe Raadslid wat verkies of aangewys word om 'n vakature te vul wat voor die verstryking van die laaste ampsbekleër se ampstermyn ontstaan het, word vir die volle termyn van die betrokke amp verkies.

Voorsitter, Ondervoorsitter en Sekretaris

5. (1) Die Raad kies uit die geledere van raadslede wat nie permanente personeellede van die Universiteit is nie 'n Voorsitter en hy of sy bekleë die amp vir 'n termyn van twee (2) jaar.
- (2) Indien die amp van Voorsitter om enige ander rede as tydsverloop vakant raak, kies die Raad 'n opvolger vir die onverstreke deel van die ampstermyn van sy of haar voorganger.
- (3) Die Raad kies uit die geledere van raadslede wat nie permanente personeellede van die Universiteit is nie 'n Ondervoorsitter en hy of sy bekleë die amp vir 'n termyn van twee (2) jaar.
- (4) In die afwesigheid van die Voorsitter tree die Ondervoorsitter van die Raad as Voorsitter op, en by beide die Voorsitter en die Ondervoorsitter se afwesigheid, kies die aanwesige lede uit eie geledere 'n Voorsitter vir die betrokke vergadering.
- (5) Die Raad kies 'n Sekretaris uit die geledere van Raadslede: Met dien verstande dat die Raad die Registrateur, of 'n ander 'n personeellid van die Universiteit, kan aanwys om die Sekretaris by te staan of om as Sekretaris op te tree.

Vergaderings en Vergaderingsprosedure

6. (1) Die Raad vergader minstens een (1) keer per semester op 'n tyd en plek deur die Raad bepaal.
- (2) Die Raad bepaal sy eie vergaderingsprosedure met inagneming van die algemeen geldende norme van billike administratiewe prosesse.
- (3) Die helfte van alle Raadslede plus een (1) addisionele Raadslid vorm 'n kworum.

- (4) Minstens drie (3) dae voor 'n gewone vergadering en minstens twee (2) dae voor 'n buitengewone vergadering van die Raad, stuur die Sekretaris van die Raad aan elke lid 'n sakelys wat onder andere die datum, tyd en die plek van die vergadering asook die sake vir behandeling vermeld.
- (5) Lede wat besprekingspunte op die sakelys wil plaas, rig 'n skriftelike versoek aan die Sekretaris minstens veertien (14) dae voor die datum van die vergadering.
- (6) Dringende sake kan tydens 'n vergadering met instemming van 'n meerderheid van die aanwesige lede op die sakelys geplaas word.
- (7) Die Sekretaris hou volledige notule van elke Raadsvergadering.
- (8) Die Raad neem besluite deur 'n meerderheidstem van die aanwesige lede.
- (9) Die Voorsitter van die vergadering het 'n gewone en 'n beslissende stem.
- (10) Die Voorsitter kan te enige tyd 'n buitengewone vergadering belê met vermelding van die besprekingspunt of besprekingspunte.
- (11) Die Voorsitter moet op versoek van die Rektor of op die versoek van minstens vyf (5) lede van die Raad 'n buitengewone vergadering belê mits die versoek op skrif is en die besprekingspunte kortliks gestel en gemotiveer is.
- (12) 'n Lid van die Raad neem nie deel aan 'n bespreking of stem nie oor 'n saak waarin hy of sy 'n regstreekse geldelike, ekonomiese of persoonlike belang het nie, tensy hy of sy vooraf die aard en omvang van die belang openbaar en verlof van die vergadering ontvang om aan die bespreking deel te neem of te stem.
- (13) Die Raad kan in die algemeen, of in 'n bepaalde geval, aan 'n persoon of ampsbekleër waarnemerstatus verleen wat só 'n persoon of ampsbekleër geregtig maak om 'n Raadsvergadering of Raadsvergaderings by te woon.
- (14) 'n Persoon met waarnemerstatus mag met toestemming van die Raad deelneem aan die debatte van die Raad maar mag nie stem nie.

Vaste Komitee van Raad

7. (1) Die Vaste Komitee van die Raad word soos volg saamgestel -
 - (a) die Voorsitter van die Raad;

- (b) die Ondervoorsitter van die Raad;
 - (c) die Rektor;
 - (d) twee (2) raadslede deur die Raad aangewys uit die geledere van raadslede wat permanente personeellede van die Universiteit is: Met dien verstande dat een van die lede wat aldus aangewys word, 'n Senaatslid moet wees; en
 - (e) 'n raadslid deur die Raad aangewys uit die geledere van raadslede wat nie permanente personeellede van die Universiteit is nie.
- (2) Die ampstermyn van lede van die Vaste Komitee van die Raad soos bedoel in paragrawe 7(1)(d) en 7(1)(e) van hierdie Hoofstuk is twee (2) jaar.
- (3) Lede wie se ampstermyn verstryk het, kan weer herkies word.
- (4) Op versoek van die persoon wat as Voorsitter van die Vaste Komitee van die Raad by 'n vergadering optree, kan 'n lid van die Raad as plaasvervangende lid in die plek van 'n afwesige lid van die Vaste Komitee dien.

Voorsitter, Ondervoorsitter, Sekretaris van Vaste Komitee en Vergaderings-prosedure

8. (1) Die Ondervoorsitter van die Raad is ampshalwe die Voorsitter van die Vaste Komitee van die Raad en die Voorsitter van die Raad is ampshalwe die Ondervoorsitter van die Vaste Komitee van die Raad.
- (2) In die afwesigheid van die Voorsitter van die Vaste Komitee van die Raad, tree die Ondervoorsitter van die Vaste Komitee van die Raad op as Voorsitter van die Vaste Komitee van die Raad.
- (3) Vier (4) lede van die Vaste Komitee van die Raad verteenwoordig 'n kworum.
- (4) Die Vaste Komitee van die Raad bepaal sy eie vergaderingsprosedure met inagneming van die algemeen geldende norme van billike administratiewe proses.
- (5) Die Sekretaris van die Raad tree op as Sekretaris van die Vaste Komitee van die Raad.

Bevoegdhede en Werksaamhede van Vaste Komitee

9. (1) Wanneer die Raad nie vergader nie, kan die Vaste Komitee van die Raad, as verteenwoordiger van die Raad, die bevoegdhede van die Raad op hom neem kan dit namens die Raad optree.
- (2) Die Vaste Komitee van die Raad doen verslag aan die Raad oor die handeling van die Vaste Komitee ingevolge subparagraaf (1), welke handeling by die eersvolgende Raadsvergadering bekragtig of hersien word.
- (3) Die Raad kan aan die Vaste Komitee van die Raad die bevoegdheid gee, in die algemeen of spesifiek, om sake af te handel in welke geval die Vaste Komitee slegs verslag aan die Raad doen, maar die handeling nie deur die Raad bekragtig of hersien word nie.
- (4) Waar die Raad aan die Vaste Komitee van die Raad die bevoegdheid gegee het om sake af te handel soos in subparagraaf (3) beoog, moet die Raad ten minste elke vier (4) jaar die gedelegeerde bevoegdhede bekragtig of hersien.
- (5) Die Sekretaris van die Raad moet 'n volledige gekonsolideerde rekord hou van alle gedelegeerde bevoegdhede soos bedoel in subparagraaf (3).
- (6) Die Vaste Komitee van die Raad kan die bevoegdhede wat deur die Raad, Statuut en Institusionele Reëls aan hom verleen is, insluitende die bevoegdhede verleen ingevolge subparagraaf (3), verder na 'n vaste komitee, komitee of 'n individu deleger soos in die Institusionele Reëls uiteengesit.

Komitees

- 10.(1) Benewens 'n Vaste Komitee van die Raad, stel die Raad 'n Oudit-komitee, en Menslike Hulpbronskomitee as vaste komitees van die Raad aan en bepaal hulle werksaamhede en bevoegdhede.
- (2) Die Raad kan enige ander komitee aanstel, asook gesamentlike Raads- en Senaatskomitees.
- (3) Die samestelling, verkiesing, dienstermyn en werksaamhede van komitees en vaste komitees word deur die Raad bepaal: Met dien verstande dat die Raad persone op die vaste en ander komitees kan benoem wat nie Raadslede is nie.
- (4) Die Rektor is ampshalwe 'n lid van alle komitees van die Raad.

- (5) Die werksaamhede van alle komitees en vaste komitees van die Raad word gekoördineer deur en geskied onder die beheer en toesig van die Vaste Komitee van die Raad.
- (6) As deel van die Vaste Komitee van die Raad se verslagdoening aan die Raad word verslag gedoen oor die werksaamhede van die komitees en vaste komitees van die Raad.

Oorgangsmatreëls

- 11.(1) By die inwerkingtreding van hierdie Statuut, het die bestaande Raad die mag en bevoegdheid om matreëls te tref om die voorskrifte van die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997), die Statuut en die Institusionele Reëls te implementeer.
 - (2) Die matreëls in subparagraaf (1) bedoel, kan die beëindiging van die lidmaatskap van Raadslede insluit om dit moontlik te kan maak om die Raad ooreenkomstig die Statuut te kan hersaamstel.
 - (3) Voor die inwerkingtreding van hierdie wysiging van die Statuut, het die Raad sekere bevoegdhede, met of sonder afhandelingsbevoegdheid, aan komitees van die Raad, die Senaat, komitees van die Senaat en individue gedelegeer.
 - (4) Dit word geag dat die gedelegeerde bevoegdhede in subparagraaf (3) bedoel ooreenkomstig die bepalings van hierdie Statuut aan die Vaste Komitee van die Raad, ander komitees en vaste komitees van die Raad, die Senaat, komitees van die Senaat en individue, waar van toepassing, gedelegeer is."
3. *Die volgende Hoofstuk vervang Hoofstuk IV van die Statuut:*

"Hoofstuk IV

SENAAT

Werksaamhede

1. (1) Die Senaat verrig sy werksaamhede onder die beheer van die Raad en is wat akademiese en navorsingsaangeleenthede betref, aan die Raad verantwoordbaar soos in artikel 28(1) van die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997) beoog.
- (2) Die Senaat het die volgende werksaamhede -

- (a) akademiese beplanning en ontwikkeling;
- (b) regulering van alle werksaamhede van die Universiteit met betrekking tot onderrig, leer en navorsing, met inbegrip van -
 - (i) riglyne vir die aanstelling en bevordering van akademiese personeel;
 - (ii) riglyne vir die organisasie, struktuur en beheer van onderrig, leer en navorsing aan die Universiteit;
 - (iii) beheer en toesig oor studente-evaluering; en
 - (iv) kwaliteitsversekering met betrekking tot onderrig, leer en navorsing;
- (c) om aanbevelings by die Raad te maak oor onder andere die volgende aangeleenthede -
 - (i) die instelling, samesmelting of afskaffing van fakulteite, departemente, institute, buro's, navorsingseenhede en sentrums;
 - (ii) die instelling of afskaffing van grade, diplomas, programme, leergange, vakke en kursusse;
 - (iii) die leergange vir grade, diplomas, programme en die inhoud van kursusse en vakke;
 - (iv) die algemene toelatingsbeleid van die Universiteit;
 - (v) die beheer, bedryf en ontwikkeling van die akademiese inligtingsdiens;
 - (vi) akademiese samewerkingsooreenkomste;
 - (vii) toekenning van eregrade;
 - (viii) akademiese drag, grade- en diplomaplegtighede;
 - (ix) georganiseerde studentelewe, met inbegrip van studentedienste en studentetug;
 - (x) gemeenskapsdiens;

- (xi) die keuring van kandidate vir die posisie van Kanselier, Vise-Kanselier en Rektor en Viserektor; en
 - (xii) aanstelling en bevordering van akademiese personeel van die Universiteit; en
- (d) om gesamentlik met die Raad die volgende goed te keur -
- (i) die taalbeleid van die Universiteit;
 - (ii) toelatingsvereistes vir bepaalde akademiese programme;
 - (iii) die aantal studente wat tot 'n bepaalde program toegelaat kan word en die wyse waarop hulle gekeur word;
 - (iv) die minimum vereistes vir hertoelating tot die Universiteit en die weiering van studente wat nie aan die minimum vereistes voldoen nie; en
- (e) om enige ander funksie te verrig wat die Raad aan die Senaat mag toewys of delegeer.

Samestelling

2. (1) Die Senaat word soos volg saamgestel -

- (a) Persone wat ampshalwe lede van die Senaat is, naamlik -
- (i) die Voorsitter van die Raad;
 - (ii) die Ondervoorsitter van die Raad;
 - (iii) die Rektor;
 - (iv) die Viserektore;
 - (v) die Uitvoerende Direkteure;
 - (vi) die Dekane, die Adjunkdekane en die akademiese personeel met 'n soortgelyke status;
 - (vii) die Hoofde van akademiese departemente en akademiese personeel met 'n soortgelyke status;
 - (viii) die Registrateur;

- (ix) die Direkteure wat hoofde van skole is;
 - (x) die Direkteure van die ondersteuningsafdelings wat vir die volgende werksaamhede binne die Universiteit verantwoordelik is: akademiese inligtingsdiens; onderrig-ondersteuning; navorsingsondersteuning; inligtingstechnologie; telematiese leer; openbare betrekkinge en bemaking; institusionele navorsing en beplanning;
 - (xi) die Voorsitter en Ondervoorsitter van die Institusionele Forum;
- (b) Lede wat aangewys of verkies word, naamlik -
- (i) vier (4) lede deur die Verteenwoordigende Studenteraad aangewys;
 - (ii) twee (2) werknemerverteenwoordigers, wat nie reeds Senaatslede is nie, uit die geledere van die permanente akademiese personeel verkies;
 - (iii) twee (2) werknemerverteenwoordigers, wat nie reeds Senaatslede is nie, uit die geledere van die permanente nie-akademiese personeel verkies; en
 - (iv) twee (2) verteenwoordigers van opvoedkundige inrigtings wat ingevolge onderlinge ooreenkoms met die Universiteit geregtig is om verteenwoordigers op die Senaat aan te wys.
- (2) Toevallige vakatures in die kategorie van lede wat aangewys of verkies word, word soos in subparagraaf (1) uiteengesit vir die onverstreke gedeelte van die vorige bekleër se termyn gevul.

Ampstermyne

3. (1) Die persone in paragraaf 2(1)(a) van hierdie Hoofstuk bedoel is lede van die Senaat vir solank hulle die betrokke poste beklee.
- (2) Die ampstermyn van verteenwoordigers van die Verteenwoordigende Studenteraad is dieselfde as dié van die Verteenwoordigende Studenteraad wat hulle aangestel het.
- (3) Alle ander lede se ampstermyn is vier (4) jaar: Met dien verstande dat lede wie se ampstermyn verstryk het, weer herkies of aangewys kan word.

- (4) Indien 'n studenteverteenwoordiger tot die Verteenwoordigende Studenteraad herkies word, kan hy of sy vir 'n verdere termyn as 'n studente-verteenwoordiger aangewys word: Met dien verstande dat 'n studente-verteenwoordiger se lidmaatskap outomaties verval as hy of sy nie meer 'n ingeskrewe student is nie.
- (5) Die lidmaatskap van 'n lid van die Senaat word beëindig indien die lid deur 'n bepaalde belangegroep gekies of aangewys is om die betrokke belangegroep te verteenwoordig en die Senaatslid se lidmaatskap of verbintenis met die belangegroep beëindig word.

Verkiesings- en aanwysingsprosedures

4. (1) Die proses vir die aanwysing en verkiesing van lede word deur die Registrateur gereël.
- (2) Die studentelede op die Senaat word op 'n gewone of spesiale vergadering van die Verteenwoordigende Studenteraad aangewys volgens 'n aanwysingsprosedure van die Verteenwoordigende Studenteraad: Met dien verstande dat verteenwoordigers van minderheidsbelangegroepes op kampus óók ingesluit moet word in die groep lede wat deur die Verteenwoordigende Studenteraad benoem word om sodoende genoemde groepe te bemagtig.
- (3) Die twee (2) lede uit die geledere van die permanente akademiese personeel en die twee (2) lede uit die permanente nie-akademiese personeel word verkies ingevolge die proses in subparagraaf (4) uiteengesit.
- (4) Die Registrateur reël en beheer 'n verkiesing om Senaatslede uit die geledere van die personeel aan te wys -
 - (a) Die Registrateur bied binne 'n redelike tyd voor 'n bepaalde verkiesingsdatum -
 - (i) elke permanente akademiese personeellid 'n geleentheid om 'n verteenwoordiger of verteenwoordigers om die permanente akademiese personeel op die Senaat te verteenwoordig, te nomineer;
 - (ii) elke permanente nie-akademiese personeellid 'n geleentheid om 'n verteenwoordiger of verteenwoordigers om die permanente nie-akademiese personeel op die Senaat te verteenwoordig, te nomineer.

- (b) Elke kandidaat moet deur ten minste tien (10) persone gesekondeer word, nie reeds 'n Senaatslid wees nie en skriftelik teenoor die Registrateur aandui dat hy of sy die nominasie aanvaar.
- (c) Na die sluiting van die nominasie tref die Registrateur reëlins vir 'n verkiesing deur gepaste stembriewe aan elke permanente akademiese personeellid of permanente nie-akademiese personeellid, na gelang van die geval, te stuur en terug te ontvang.
- (d) Permanente akademiese personeellede stem vir vakatures wat deur die permanente akademiese personeellede gevul moet word en permanente nie-akademiese personeellede stem vir vakatures wat deur permanente nie-akademiese personeellede gevul moet word.
- (e) 'n Verkiesing is slegs geldig indien ten minste vyftien (15) persent van die permanente akademiese personeellede of permanente nie-akademiese personeellede, na gelang van die geval, daaraan deelgeneem het.
- (f) Die Registrateur bepaal, na oorleg met die Direkteur Personeel, of 'n personeellid van die Universiteit, of 'n personeellid van die Universiteit wat gesamentlik deur die Universiteit en 'n ander liggaam aangestel is, as 'n akademiese of 'n nie-akademiese personeellid kwalifiseer.
- (g) Waar 'n personeellid ingevolge sy pligstaar beide akademiese en nie-akademiese pligte verrig, word genoemde personeellid geag 'n akademiese personeellid te wees.
- (h) Die Registrateur maak die uitslag van die stemming bekend.

Voorsitter, Ondervoorsitter en Sekretaris

5. (1) Die Senaat kies die Rektor, 'n Viserektor of 'n Uitvoerende Direkteur om te dien as die Voorsitter van die Senaat.
- (2) Die Senaat kies 'n ander Senaatslid om as die Ondervoorsitter van die Senaat te dien.
- (3) Die Voorsitter en die Ondervoorsitter bekleë die ampte vir 'n termyn van twee (2) jaar maar kan herkies word.

- (4) In die afwesigheid van die Voorsitter tree die Ondervoorsitter van die Senaat as Voorsitter op, en by beide die Voorsitter en die Ondervoorsitter se afwesigheid, kies die aanwesige lede uit eie geledere 'n Voorsitter vir die betrokke vergadering.
- (5) Indien die amp van Voorsitter om enige ander rede as tydsverloop vakant raak, kies die Senaat 'n opvolger vir die onverstreke deel van die ampstermyn van sy of haar voorganger.
- (6) Indien die amp van Ondervoorsitter om enige ander rede as tydsverloop vakant raak, kies die Senaat 'n opvolger vir die onverstreke deel van die ampstermyn van sy of haar voorganger.
- (7) Die Senaat kies die Registrateur of 'n ander Senaatslid om as Sekretaris van die Senaat te dien.

Skedulering van Vergaderings en Vergaderingsprosedure

6. (1) Die Senaat vergader ten minste een keer per semester.
- (2) Die Senaat bepaal sy eie vergaderingsprosedure met inagneming van die algemeen geldende norme van billike administratiewe proses.
- (3) Die helfte plus een (1) van die lede van die Senaat vorm 'n kworum.
- (4) Die Sekretaris gee minstens sewe (7) dae voor 'n vergadering skriftelik aan elke lid kennis van die datum, tyd en plek asook die sakelys van die vergadering.
- (5) Lede wat besprekingspunte op die sakelys wil plaas, moet dit skriftelik by die Sekretaris indien minstens veertien (14) dae voor die datum van 'n vergadering.
- (6) Die Sekretaris hou volledige notule van elke vergadering.
- (7) Dringende sake kan tydens 'n vergadering met die instemming van 'n meerderheid van die aanwesige lede op die sakelys geplaas word vir bespreking of bespreking en besluitneming.
- (8) Die Senaat neem, behoudens 'n andersluidende Senaatsbesluit, besluite deur -
 - (i) 'n meerderheidstem van aanwesige lede; of
 - (ii) waar die Institusionele Reëls dit voorskryf of die Senaat aldus besluit, 'n voorkeurordestemming van aanwesige lede.

- (9) In die normale loop van sake word gestem by wyse die opsteek van hande, maar die Senaat kan in 'n bepaalde geval op 'n ander prosedure besluit.
- (10) Waar die Senaat oor die aanwysing van 'n persoon stem, geskied die stemming per geslote stembrief, maar die Senaat kan in 'n bepaalde geval op 'n ander proses besluit.
- (11) Die Voorsitter van die vergadering het 'n gewone en beslissende stem.
- (12) Die Voorsitter kan te enige tyd 'n buitengewone vergadering belê: Met dien verstande dat die besprekingspunte gestel en kortliks gemotiveer is.
- (13) Die Voorsitter moet op versoek van minstens vyf-en-twintig (25) lede 'n buitengewone vergadering belê: Met dien verstande dat die versoek op skrif is en die besprekingspunte gestel en kortliks gemotiveer is.

Samestelling van Uitvoerende Bestuur

7. (1) Die Uitvoerende Bestuur van die Senaat word op die volgende wyse saamgestel -
- (a) die Rektor;
 - (b) die Viserektore;
 - (c) die Uitvoerende direkteure;
 - (d) die Dekane;
 - (e) een (1) lid van die Senaat deur die Senaat gekies uit die geledere van Senaatslede van die natuurwetenskaplike fakulteite vir 'n termyn van vier (4) jaar;
 - (f) een (1) lid van die Senaat gekies deur die Senaat uit die geledere van Senaatslede van die geesteswetenskaplike fakulteite vir 'n termyn van vier (4) jaar;
 - (g) die Voorsitters van vaste komitees van die Senaat wat nie reeds lede van die Uitvoerende Bestuur is nie;
 - (h) die Senaatsverteenwoordigers op die Raad gekies ingevolge paragraaf 12(1) van hierdie Hoofstuk wat nie reeds lede van die Uitvoerende Bestuur is nie;

- (i) die Direkteur van die Akademiese Inligtingsdiens;
 - (j) die Registrateur.
- (2) Die liggame wat geregtig is om lede aan te wys of te verkies, wys lede aan of verkies hulle ingevolge die liggame se interne aanwysigings- of verkiesingsprosedures.
- (3) Die Uitvoerende Bestuur van die Senaat is geregtig om lede te koöpteer.

Voorsitter en Ondervoorsitter van Uitvoerende Bestuur van Senaat en Vergaderingsprosedure

8. (1) Die Rektor is die Voorsitter van die Uitvoerende Bestuur van die Senaat en in die afwesigheid van die Rektor neem die beskikbare senior viserektor as Voorsitter waar.
- (2) Indien nóg die Rektor nóg die Viserektore beskikbaar is, kies die betrokke Uitvoerende Bestuur van die Senaat uit hulle eie geledere 'n Voorsitter vir die vergadering.
- (3) Die kworum van die Uitvoerende Bestuur van die Senaat is die helfte van al die lede van die Uitvoerende Bestuur van die Senaat plus een (1) lid.
- (4) Die Uitvoerende Bestuur van die Senaat bepaal sy eie vergaderingsprosedure met inagneming van die algemeen geldende norme van billike administratiewe proses.

Bevoegdheid en Werkzaamheid van Uitvoerende Bestuur

9. (1) Wanneer die Senaat nie vergader nie, kan die Uitvoerende Bestuur van die Senaat, as verteenwoordiger van die Senaat, die bevoegdheid van die Senaat uitoefen en kan dit die werkzaamheid van die Senaat verrig.
- (2) Die Uitvoerende Bestuur van die Senaat doen verslag aan die Senaat oor die handeling van die Uitvoerende Bestuur van die Senaat ingevolge subparagraaf (1): Met die verstande dat die handeling by die eersvolgende Senaatsvergadering bekragtig of hersien word.
- (3) Die Senaat kan aan die Uitvoerende Bestuur van die Senaat die bevoegdheid gee, in die algemeen of spesifiek, om sake namens die Senaat af te handel in welke geval die Uitvoerende Bestuur van die Senaat slegs verslag aan die Senaat doen, maar die handeling nie deur die Senaat bekragtig of hersien word nie.

- (4) Waar die Senaat aan die Uitvoerende Bestuur van die Senaat die bevoegdheid gegee het om sake af te handel soos beoog in subparagraaf (3), moet die Senaat ten minste elke vier (4) jaar die gedelegeerde bevoegdheid of bevoegdhede bekragtig of hersien.
- (5) Die Sekretaris van die Senaat moet volledige gekonsolideerde rekord hou van alle gedelegeerde bevoegdhede bedoel in subparagraaf (3).

Komitees van Senaat

- 10.(1) Benewens die Uitvoerende Bestuur van die Senaat, wys die Senaat 'n aantal vaste komitees aan om die Uitvoerende Bestuur van die Senaat in staat te stel om sy werksaamhede te kan verrig naamlik die -
 - (a) Akademiese Beplanningskomitee;
 - (b) Komitee vir Onderrig, Navorsing en Kwaliteitsversekering;
 - (c) Aanstellingskeurkomitee;
 - (d) Roosterkomitee;
 - (e) Komitee vir Studentetug; en
 - (f) Fakulteitsrade.
- (2) Die Senaat kan enige ander komitee of vaste komitee aanwys, met inbegrip van gesamentlike Raads- en Senaatskomitees: Met dien verstande dat laasgenoemde in oorleg met die Raad aangewys word.
- (3) Die werksaamhede van alle komitees en vaste komitees van die Senaat word gekoördineer deur en geskied onder die beheer en toesig van die Uitvoerende Bestuur van die Senaat.
- (4) Die Uitvoerende Bestuur kan die bevoegdhede wat deur die Senaat, hierdie Statuut en die Institusionele Reëls aan hom verleen is, met inbegrip van die bevoegdhede verleen ingevolge paragraaf 9(3) van hierdie Hoofstuk, verder na 'n komitee of vaste komitee van die Senaat of 'n individu deleger soos in die Institusionele Reëls uiteengesit.
- (5) Die Uitvoerende Bestuur van die Senaat se verslagdoening aan die Senaat sluit verslagdoening oor die werksaamhede van die komitees en vaste komitees van die Senaat in.
- (6) Die Senaat nomineer en verkies lede en Voorsitters van die komitees en vaste komitees: Met dien verstande dat die Uitvoerende Bestuur van die

Senaat skriftelike aanbevelings by die Senaat kan maak vir die verkiesing van lede en Voorsitters van komitees en vaste komitees.

- (7) Aangeleenthede wat betrekking het op die samestelling, verkiesing, termyne, werksaamhede en prosedures van komitees en vaste komitees wat nie hierbo gereël word nie, word in die Institusionele Reëls gereël.

Fakulteite

11.(1) Die Fakulteitsraad van elke fakulteit is 'n vaste komitee van die Senaat.

- (2) Die volgende aangeleenthede met betrekking tot fakulteitsrade word in die Institusionele Reëls omskryf -

- (i) die samestelling van die Rade;
- (ii) hulle bevoegdhede en werksaamhede;
- (iii) hulle prosedures;
- (iv) die keuring van kandidate vir die posisie van Dekaan, Adjunkdekaan of persone met soortgelyke status;
- (v) die aanwysing van komitees en vaste komitees van die fakulteit en die wyse waarop hulle werksaamhede bepaal word; en
- (vi) hulle delegasiebevoegdhede.

- (3) Die Dekaan van die betrokke Fakulteit is ampshalwe Voorsitter van die fakulteitsraadsvergadering.

- (4) In die afwesigheid van die Dekaan tree die Adjunkdekaan, of die waarnemende Dekaan na gelang van die geval, as Voorsitter op en by beide die Dekaan en Adjunkdekaan of waarnemende Dekaan se afwesigheid, kies die aanwesige lede by 'n Fakulteitsraadvergadering uit eie geledere 'n Voorsitter vir die betrokke vergadering.

Senaatsverteenwoordigers in Raad

- 12.(1) Die Senaat kies vier (4) Senaatsverteenwoordigers uit die geledere van die Senaat om as Raadslede te dien vir 'n termyn van vier (4) jaar: Met dien verstande dat twee (2) van die Senaatsverteenwoordigers gekies moet word uit die geledere van Senaatslede van die natuurwetenskaplike fakulteite en die ander twee (2) Senaatsverteenwoordigers gekies moet word uit die geledere van Senaatslede van die geesteswetenskaplike fakulteite.

- (2) Persone wat ampshalwe reeds lede van die Raad is, word nie as kandidate oorweeg nie.
- (3) Die Sekretaris van die Senaat moet minstens sewe (7) dae voor 'n Senaatsvergadering op die sakelys, of andersins, aan alle lede skriftelik kennis gee van 'n verkiesing om 'n verteenwoordiger of verteenwoordigers van die Senaat te kies om op die Raad te dien.
- (4) 'n Persoon is 'n kandidaat indien hy of sy tydens 'n Senaatsvergadering deur ten minste twee (2) persone genomineer is en mondelings of skriftelik aandui dat hy of sy die nominasie aanvaar.
- (5) Lede wie se ampstermyn verstryk het, mag herkies of -aangewys word.
- (6) Toevallig vakatures word gevul, met die nodige varanderings, soos hierbo uiteengesit word.

Oorgangsmatreëls

- 13.(1) Voor hierdie wysiging van die Statuut, het die Senaat sekere bevoegdhede gedelegeer, met of sonder afhandelingsbevoegdheid, aan die Uitvoerende Komitee van die Senaat, aan komitees van die Senaat, fakulteitsrade en aan individue.
 - (2) Dit word geag dat die gedelegeerde bevoegdhede in subparagraaf (1) bedoel ooreenkomstig die bepalinge van hierdie Statuut gedelegeer is: Met dien verstande dat 'n delegasie aan die Uitvoerende Komitee van die Senaat geag word 'n delegasie aan die Uitvoerende Bestuur van die Senaat te wees."
4. *Die volgende Hoofstuk word ingevoeg na Hoofstuk IV van die Statuut:*

"Hoofstuk IV A

DIE INSTITUSIONELE FORUM

Wersaamhede

1. (1) Die Institusionele Forum adviseer die Raad oor aangeleenthede wat die Universiteit raak, met inbegrip van -
 - (a) die implementering van die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997) en die nasionale beleid op hoër onderwys;
 - (b) die formulering van 'n beleid oor ras- en geslagregverdigheid;

- (c) die keuring van kandidate vir senior bestuurposisies;
 - (d) gedragskodes;
 - (e) bemiddeling en geskilbeslegtingsprosedures;
 - (f) die formulering van beleid ter bevordering van 'n institusionele kultuur gekenmerk deur verdraagsaamheid, 'n respek vir basiese menseregte en 'n positiewe akademiese klimaat; en
 - (g) die bestuur van kulturele diversiteit op die Universiteit se kampusse.
- (2) Die advies wat die Institusionele Forum aan die Raad verskaf is in 'n skriftelike formaat.
 - (3) Die Institusionele Forum verrig addisionele werksaamhede wat deur die Raad bepaal word.
 - (4) Die Raad kan, na oorleg met die Institusionele Forum, die mandaat van die Institusionele Forum in subparagraaf (3) bedoel, wysig of beëindig.

Samestelling

2. Die Institusionele Forum word soos volg saamgestel -

- (a) twee (2) verteenwoordigers van die Hoofbestuur van die Universiteit, deur die Hoofbestuur van die Universiteit aangewys;
- (b) twee (2) verteenwoordigers van die Raad, deur die Raad aangewys;
- (c) twee (2) verteenwoordigers van die Senaat, deur die Senaat aangewys;
- (d) hoogstens vier (4) verteenwoordigers verkies uit die geledere van die vakbonde en personeelverenigings wat deur die Universiteit ingevolge 'n onderlinge ooreenkoms erken word, soos in paragraaf 4(3) van hierdie Hoofstuk uiteengesit;
- (e) minstens een (1) verteenwoordiger van elke studenteparty wat geregtig is op 'n setel in die Verteenwoordigende Studenteraad, deur genoemde party aangewys, maar in totaal nie meer as tien (10) studenteverteenwoordigers nie; en

- (f) hoogstens drie (3) personeel- of studenteledes, deur die Raad aangewys na oorleg met die Institusionele Forum -
 - (i) op grond van hulle kundigheid en ervaring; of
 - (ii) om 'n belangegroep of belangegroepe op kampus te verteenwoordig wat nie reeds op die Institusionele Forum verteenwoordig is nie.

Ampstermyn

- 3. (1) Die ampstermyn van alle lede, uitgesonderd die lede wat aangewys word deur die Verteenwoordigende Studenteraad en studenteledes gekoöpteer ingevolge paragraaf 2(f) van hierdie Hoofstuk, is vier (4) jaar.
- (2) Die ampstermyn van studenteledes stem ooreen met die ampstermyn van die Verteenwoordigende Studenteraad wat hulle aangestel het.
- (3) Die ampstermyn van studenteledes wat ingevolge paragraaf 2(f) van hierdie Hoofstuk gekoöpteer word, is een (1) jaar.
- (4) 'n Lid kan vir 'n volgende termyn herkies, heraangety of hergekoöpteer word as sy of haar ampstermyn verstryk.
- (5) 'n Studentelid se lidmaatskap van die Institusionele Forum word outomaties beëindig as die lid nie meer 'n ingeskrewe student is nie.
- (6) Die lidmaatskap van 'n lid van die Institusionele Forum word beëindig indien genoemde lid deur 'n bepaalde belangegroep gekies of aangewys word om die betrokke belangegroep te verteenwoordig en die lid se lidmaatskap of verbintenis met die belangegroep beëindig word of waar die lid deur die belangegroep geskors word.

Verkiesingsprosedure

- 4. (1) Die Registrateur fasiliteer die proses ingevolge waarvan lede verkies, aangewys of gekoöpteer word.
- (2) Die betrokke liggame wat geregtig is om lede aan te wys of te verkies, wys lede aan of verkies hulle ingevolge die liggame se interne aanwysigings- of verkiesingsprosedures, maar met 'n sensitiwiteit vir geslag en ras.
- (3) Elke vakbond en personeelvereniging wat deur die Universiteit ingevolge 'n onderlinge ooreenkoms erken word, is geregtig op een (1) verteenwoordiger. Met dien verstande dat só 'n verteenwoordiger verkies moet word uit die geledere van die personeel van die Universiteit deur die

lede van die vakbond of personeelvereniging, maar waar daar egter meer as vier (4) vakbonde en personeelverenigings is wat aldus kwalifiseer, slegs die vier (4) vakbonde en personeelverenigings met die grootste lidmaatskap onder die personeel van die Universiteit geregtig is om verteenwoordigers aan te wys.

- (4) Indien meer as tien (10) studente partye kwalifiseer om verteenwoordigers aan te wys, is die tien (10) partye met die grootste steun onder studente geregtig om elk een (1) verteenwoordiger aan te wys.
- (5) Indien minder as tien (10) studentepartye kwalifiseer om verteenwoordigers aan te wys, is daar 'n tweede rondte van aanwysings: Met dien verstande dat elke partye wat reeds een (1) verteenwoordiger aangewys het, geregtig is om een (1) verdere verteenwoordiger aan te wys, mits daar voldoende vakatures is.
- (6) Indien daar nie voldoende vakatures is om vir elke studenteparty 'n verdere verteenwoordiger te gee nie, word die studentepartye in rangorde geplaas met verwysing na die steun wat partye onder die studente geniet en word die beskikbare vakatures dienooreenkomstig gevul.

Voorsitter en Ondervoorsitter

5. (1) Die Institusionele Forum verkies 'n Voorsitter en 'n Ondervoorsitter uit die geledere van die lede van die Institusionele Forum.
- (2) Die ampstermyn van die Voorsitter en die Ondervoorsitter stem onderskeidelik ooreen met hulle ampstermyne as lede van die Institusionele Forum.
- (3) Indien die amp van Voorsitter of Ondervoorsitter vakant raak, kies die Institusionele Forum by die eerskomende vergadering 'n opvolger.
- (4) Die Voorsitter van die Institusionele Forum gee telkens terugvoering aan die Institusionele Forum van die Raad se aanvaarding, gedeeltelike aanvaarding of verwerping van die Institusionele Forum se advies.
- (5) Die Institusionele Forum kies 'n Sekretaris: Met dien verstande dat die Registrateur, of 'n personeellid deur hom of haar aangewys, die Sekretaris kan bystaan of in sy of haar plek kan optree.

Bestuurskomitee, Taak- en Werkgroepe

6. (1) Die Institusionele Forum is by magte om van Taak- en Werkgroepe gebruik te maak om die werksaamhede van die Forum te vergemaklik en te bespoedig.
- (2) Die Institusionele Forum wys 'n Bestuurskomitee aan as 'n vaste komitee van die Institusionele Forum om die Institusionele Forum van dag tot dag te beheer, te bestuur en te administreer.
- (3) Die Bestuurskomitee van die Institusionele Forum word soos volg saamgestel -
 - (a) die Voorsitter van die Institusionele Forum;
 - (b) die Ondervoorsitter van die Institusionele Forum; en
 - (c) twee (2) lede deur die Institusionele Forum aangewys.
- (4) Die Bestuurskomitee van die Institusionele Forum bepaal sy eie vergaderingprosedure met inagneming van die algemeen geldende norme van billike administratiewe prosesse.
- (5) Die kworum vir 'n vergadering van die Bestuurskomitee van die Institusionele Forum is drie (3) lede.
- (6) Die ampstermyn van die twee lede in subparagraaf (3)(c) bedoel, stem ooreen met hulle onderskeie ampstermyne as lede van die Institusionele Forum.
- (7) Die Registrateur, of 'n personeellid deur hom of haar aangewys, is verantwoordelik vir die administratiewe dienste wat die Bestuurskomitee mag benodig.

Prosedure

7. (1) Die Institusionele Forum bepaal sy eie vergaderingprosedure met inagneming van die algemeen geldende norme van billike administratiewe prosesse.
- (2) Die helfte van alle lede van die Institusionele Forum plus een (1) lid vorm 'n kworum.
- (3) Besluite van die Taak- en Werkgroepe bind nie die Institusionele Forum nie en derhalwe is daar geen kworumvereiste vir vergaderings van hierdie liggame nie.

- (4) Die Sekretaris hou volledige notule van alle vergaderings van die Institusionele Forum, insluitende Taak- en Werkgroepe.
- (5) Minstens vier (4) dae voor 'n vergadering stuur die Sekretaris van die Institusionele Forum aan elke lid 'n sakelys wat onder andere die datum, plek en tyd van die vergadering asook die sake vir behandeling vermeld.
- (6) Lede wat besprekingspunte op die sakelys wil plaas, rig 'n skriftelike versoek aan die Sekretaris minstens veertien (14) dae voor die datum van die vergadering.
- (7) Die Voorsitter kan te enige tyd 'n buitengewone vergadering belê met vermelding van die besprekingspunt of besprekingspunte.
- (8) Die Voorsitter moet op versoek van minstens agt (8) lede van die Institusionele Forum 'n buitengewone vergadering belê: Met dien verstande dat die versoek op skrif is en die besprekingspunte kortliks gestel en gemotiveer is.

Besluitneming

8. (1) Indien vyf-en-sewentig (75) persent van die aanwesige lede by 'n vergadering ten gunste van 'n spesifieke voorstel stem, het die Institusionele Forum 'n besluit geneem.
- (2) Waar die Raad die Institusionele Forum versoek om die Raad oor 'n spesifieke aangeleentheid te adviseer en geen adviesvoorstel voor die Institusionele Forum die steun van vyf-en-sewentig (75) persent van die aanwesige lede geniet nie, is die Voorsitter verplig om binne twee (2) weke 'n opvolgvergadering te belê.
- (3) Indien die Institusionele Forum tydens die opvolgvergadering nie 'n adviesbesluit neem nie, moet die Bestuurskomitee van die Institusionele Forum, in oorleg met die lede van die Institusionele Forum, 'n opsomming van die verskillende standpunte op die Institusionele Forum formuleer en dit aan die Raad voorlê.
- (4) Waar die Institusionele Forum 'n adviesbesluit geneem het wat aan die Raad voorgelê word, is 'n lid of lede met 'n minderheidstandpunt of minderheidstandpunte geregtig om die minderheidstandpunt of standpunte skriftelik te formuleer en deur die bemiddeling van die Bestuurskomitee van die Institusionele Forum aan die Raad voor te lê."

5. *Die volgende Hoofstuk vervang Hoofstuk VII van die Statuut:*

"Hoofstuk VII

PERSONEEL TUG: ALGEMEEN EN OORGANGSMAATREËLS

Algemeen

1. Behoudens toepaslike arbeidswetgewing, is alle personeel van die Universiteit, wat wangedrag en pligsversuim betref, onderworpe aan 'n tugkode en tugprosedure soos deur die Raad goedgekeur en in die Institusionele Reëls vervat.

Oorgangsmatreëls

2. (1) Aangeleenthede wat betrekking het op wangedrag en dissipline van personeel was voor die inwerkingtreding van hierdie Statuut gereël deur Hoofstuk VII van die Statuut van die Universiteit van Pretoria, gepubliseer ingevolge artikel 17 van die Wet op Universiteit, 1955 (Wet No. 61 van 1955).
 - (2) Al die bepalings van Hoofstuk VII van die Statuut in subparagraaf (1) bedoel, word geag Institusionele Reëls van die Universiteit te wees ingevolge die bepalings van artikel 32 van die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997).
 - (3) Die Institusionele Reëls van die Universiteit in subparagraaf (2) bedoel, kan gewysig word ooreenkomstig die bepalings van die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997)."
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DEPARTMENT OF EDUCATION

No. 755

10 June 1999

HIGHER EDUCATION ACT, 1997

THE UNIVERSITY OF PRETORIA
AMENDMENT OF STATUTE

The Council of the University of Pretoria has drafted the Statute set out in the Schedule hereto in accordance with section 32 of the Higher Education Act, 1997 (Act No. 101 of 1997), which is, in terms of the provisions of section 33 of the said Act, hereby published with the approval of the Minister of Education and which comes into operation on the date of this publication.

SCHEDULE

1. *In this Schedule, the expression "the Statute" means the Statute of the University of Pretoria, 1996, promulgated by Government Notice No. R1632 of 18 October 1996.*
2. *The following Chapter is hereby substituted for Chapter III of the Statute:*

"Chapter III

COUNCIL

Functions

1. (1) The Council controls the University subject to the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), the Private Act of the University of Pretoria, 1990 (Act No. 106 of 1990) and the Statute.
- (2) Generally, the Council has a policy-making and monitoring responsibility and, in particular, is responsible for laying down guidelines relating to -
 - (a) strategic governance;
 - (b) financial governance;
 - (c) staff matters;
 - (d) fostering a positive academic atmosphere;
 - (e) disciplinary matters regarding staff and students; and

- (f) the admission and language policies of the University: Provided that the language policy and aspects of the admission policy are determined with the concurrence of the Senate, as required by the Higher Education Act, 1997 (Act No. 101 of 1997).
- (3) The Institutional Forum shall advise the Council in writing before the Council decides on the following matters -
- (a) the implementation of the Higher Education Act, 1997 (Act No. 101 of 1997) as well as national policy on higher education;
 - (b) the formulation of a policy on race and gender equity;
 - (c) the selection of candidates for senior management positions;
 - (d) codes of conduct;
 - (e) mediation and dispute resolution;
 - (f) the formulation of policy aimed at promoting an institutional culture characterised by tolerance, respect for basic human rights and a positive academic climate; and
 - (g) the management of cultural diversity on campus.
- (4) The Council shall appoint people who the Council considers are needed to manage the University effectively: Provided that no person is appointed as a lecturer by the except after consultation with the Senate or a committee of the Senate.
- (5) The Council shall keep comprehensive records of all its activities, as well as of all assets, liabilities, income, expenditure and other financial transactions as required by section 41(1) of the Higher Education Act, 1997 (Act No. 101 of 1997), and shall report to the Minister of Higher Education as contemplated in section 41(2) and section 41(3) of the said Act.
- (6) The Council, after consultation with the Students' Representative Council, shall make provision in the Institutional Rules of the University for a structure or structures for advising the Council on the rendering of student services at the University.

Composition

2. (1) The Council is constituted as follows -

- (a) the Principal;
- (b) the Vice-Principals;

- (c) four (4) members of the Senate;
 - (d) six (6) persons appointed by the Council on the basis of their expertise and experience;
 - (e) four (4) members of the Convocation of the University, elected by the members of Tuks Alumni in accordance with the Constitution of Tuks Alumni;
 - (f) four (4) student members appointed by the Students' Representative Council;
 - (g) four (4) persons appointed by the Minister of Education in accordance with subsection 27(4)(c) of the Higher Education Act, 1997 (Act No. 101 of 1997);
 - (h) four (4) persons appointed by local authorities, to represent the communities the University serves;
 - (i) two (2) persons elected from the ranks of the donors of the University;
 - (j) two (2) employee representatives elected from the ranks of the academic staff; and
 - (k) two (2) employee representatives elected from the ranks of the non-academic staff.
- (2) The Council members are elected or appointed in accordance with the provisions of paragraph 4 of this Chapter.

Term of Office

3. (1) The Principal and the Vice-Principals are members of the Council for as long as they remain in their posts.
- (2) The term of office of representatives of the Students' Representative Council is the same as that of the Student Representatives' Council that appointed them.
 - (3) The term of office of all other members is four (4) years: Provided that members, whose term of office has expired, may be re-elected or reappointed.
 - (4) The membership of a member of the Council is terminated if the Council member -
 - (a) fails to attend three (3) consecutive ordinary meetings of the Council without the Council's consent;

- (b) is sequestered;
 - (c) is found guilty of a crime that in the exclusive opinion of the Council is of such a serious nature that the member's continued membership of the Council is not desirable;
 - (d) is elected or appointed by a particular interest group to represent the interest group and the Council member's membership of or association with the interest group is terminated; or
 - (e) reaches the age of seventy years.
- (5) Apart from the Principal, Vice-Principals, representatives of the Senate and employee representatives, no Council member shall be a permanent staff member of the University, and should this happen, such Council member's membership of the Council lapses.
- (6) A Council member is entitled at any time to submit his or her resignation in writing to the Chairperson of the Council.

Election and Nomination Procedures

4. (1) The Senate representatives on the Council shall be elected in accordance with the procedure prescribed in Chapter IV of the Statute.
- (2) Employee representatives on the Council shall be elected from the ranks of the academic and non-academic staff in accordance with a process controlled by the Registrar consisting of the following -
- (a) Within a reasonable period of time before a specific election date, the Registrar shall offer
 - (i) every permanent academic staff member the opportunity to nominate a representative or representatives to represent the permanent academic staff on the Council;
 - (ii) every permanent non-academic staff member the opportunity to nominate a representative or representatives to represent the permanent non-academic staff on the Council.
 - (b) Each nominated candidate shall be seconded by at least ten (10) persons and the nominee shall indicate in writing to the Registrar that he or she accepts the nomination.
 - (c) On closure of nominations, the Registrar shall arrange for an election by sending suitable ballot papers to every permanent academic staff member or non-academic staff member, as the case may be, and shall collect such ballot papers afterwards.

- (d) Permanent academic staff members shall vote in respect of vacancies to be filled by permanent academic staff members and permanent non-academic staff members shall vote in respect of vacancies to be filled by permanent non-academic staff members.
 - (e) An election shall be valid only if at least fifteen (15) per cent of the permanent academic staff members or permanent non-academic staff members, as the case may be, participated in the election.
 - (f) The Registrar shall announce the results of the election.
 - (g) After consultation with the Director of Personnel, the Registrar shall determine whether a staff member of the university, or a staff member of the University jointly appointed by the University and another body qualifies as an academic or a non-academic member of staff.
 - (h) Where a staff member according to his or her job description performs academic and non-academic duties, that staff member is considered to be a member of the academic staff.
- (3) Student members on the Council shall be appointed at an ordinary or a special meeting of the Students' Representative Council in accordance with an appointment procedure of the Students' Representative Council: Provided that representatives of minority stakeholder groups on campus shall also be included in the group of members appointed by the Students' Representative Council in order to empower these groups.
- (4) The election of Council members from the ranks of the University's donors shall take place in accordance with Chapter VI of the Statute.
- (5) The members of the Council who are appointed to the Council on the basis of their expertise and experience, shall be appointed by means of a democratic process controlled and supervised by the Registrar -
- (a) The Registrar shall place an advertisement in two (2) national papers, inviting local and national civic interest groups to nominate persons with expertise and experience to serve on the Council.
 - (b) If, in the opinion of the Council, the advertisements fail to elicit a satisfactory response, the Council may request organisations or individuals to nominate additional persons.
 - (c) The Council, after consultation with the Registrar, may appoint a committee to draw up a shortlist of the most suitable nominees.

- (d) The members of the Council shall be elected at an ordinary or an extraordinary meeting of the Council from the ranks of the nominees or, if there is a shortlist, from the ranks of the nominees on the shortlist.
- (6) In electing members of the Council as contemplated in subparagraph (5), the Council shall take into account that, apart from the required expertise and experience of the individual candidates, it is desirable to have a broad and balanced representation of local and national civic interest groups on the Council.
- (7) The process for the appointment of the Council members representing the interests of the state at a national level and community interests at a local level, as contemplated in paragraphs 2(1)(g) and 2(1)(h) of this Chapter, shall be controlled by the Registrar: Provided that the local authorities referred to in paragraph 2(1)(h) of this Chapter are designated by the Council.
- (8) The process to be followed in the event of an incidental vacancy arising on the Council shall with the necessary changes, be the same as described above.
- (9) A new Council member who is elected or appointed to fill a vacancy that arose before the expiry of the previous incumbent's term of office, shall be elected for the full term of the particular office.

Chairperson, Vice-Chairperson and Secretary

- 5. (1) The Council shall elect a Chairperson from the ranks of Council members who are not permanent staff members of the University, and he or she shall hold the office for a term of two (2) years.
- (2) If the office of Chairperson falls vacant for any reason other than the expiry of the term of office, the Council shall elect a successor for the unexpired part of the term of office of his or her predecessor.
- (3) The Council shall elect a Vice-Chairperson from the ranks of Council members who are not permanent staff members of the University and he or she shall hold the office for a term of two (2) years.
- (4) The Vice-Chairperson of the Council shall act as the Chairperson in the absence of the Chairperson: Provided that if the Chairperson and the Vice-Chairperson are both absent, the members who are present shall elect a Chairperson from their own ranks for that specific meeting.
- (5) The Council shall elect a Secretary from the ranks of the Council members: Provided that the Council may appoint the Registrar, or another member of staff of the University, to assist the Secretary or to act in his or her place.

Meetings and Procedure for Meetings

6. (1) The Council shall meet at least once a semester at a time and place determined by the Council.
- (2) The Council shall determine its own procedure for meetings, with due observation of accepted norms of fair administrative process.
- (3) Half of all the Council members plus one (1) additional Council member shall constitute a quorum.
- (4) At least three (3) days before an ordinary meeting and at least two (2) days before an extraordinary meeting of the Council, the Secretary of the Council shall send each member an agenda indicating among others the date, time and place of the meeting, as well as the matters for discussion.
- (5) Members wishing to place matters for discussion on the agenda, shall send a written request in this regard to the Secretary at least fourteen (14) days before the date of the meeting.
- (6) With the approval of a majority of the members present, urgent matters may be placed on the agenda during a meeting.
- (7) The Secretary shall keep comprehensive minutes of each Council meeting.
- (8) The Council shall take decisions by a majority vote of the members who are present.
- (9) The Chairperson of the meeting shall have an ordinary and a casting vote.
- (10) The Chairperson may convene an extraordinary meeting at any time, stating the matter or matters for discussion.
- (11) At the request of the Principal or at the request of least five (5) Council members, the Chairperson shall convene an extraordinary meeting: Provided that the request is in writing and the matters for discussions are briefly stated and supported.
- (12) No member of the Council may participate in a discussion or vote on a matter in which he or she has a direct financial, economic or personal interest, unless he or she declares the nature and extent of the interest beforehand and obtains the permissions of the meeting to take part in the discussion or to vote.
- (13) The Council may generally, or in a specific case, grant observer status to a person or office bearer that entitles such a person to attend a Council meeting or meetings.

- (14) With the permission of the Council a person with observer status may take part in the debates of the Council but may not vote.

Standing Committee of Council

7. (1) The Standing Committee of the Council is constituted as follows -

- (a) the Chairperson of the Council;
 - (b) the Vice-Chairperson of the Council;
 - (c) the Principal;
 - (d) two (2) Council members appointed from the ranks of Council members who are permanent staff members of the University: Provided that one of the members who is appointed in this manner is a member of the Senate; and
 - (e) a Council member appointed by the Council from the ranks of the Council members who are not permanent staff members of the University.
- (2) The term of office of members of the Standing Committee of the Council as contemplated in paragraphs 7(1)(d) and 7(1)(e) of this Chapter shall be two (2) years.
- (3) Members, whose term of office has expired, may be re-elected.
- (4) At the request of the person acting as the Chairperson of the Standing Committee of the Council at a meeting, any member of the Council may serve as a substitute member for an absent member of the Standing Committee.

Chairperson, Vice-Chairperson, Secretary of Standing Committee and Procedure for Meetings

8. (1) The Vice-Chairperson of the Council shall by virtue of his or her office be the Chairperson of the Standing Committee of the Council and the Chairperson of the Council shall by virtue of his or her office be the Vice-Chairperson of the Standing Committee of the Council.
- (2) In the absence of the Chairperson of the Standing Committee of the Council, the Vice-Chairperson of the Standing Committee of the Council shall act as the Chairperson of the Standing Committee of the Council.
- (3) Four (4) members of the Standing Committee of the Council shall constitute a quorum.
- (4) The Standing Committee of the Council shall determine its own procedure for meetings, with due observation of generally accepted norms of fair administrative process.

- (5) The Secretary of the Council shall act as Secretary of the Standing Committee of the Council.

Powers and Functions of Standing Committee

9. (1) When the Council is not in session, the Standing Committee of the Council, as the representative of the Council, may assume the authority of Council and may act on behalf of the Council.
- (2) The Standing Committee of the Council shall report to the Council on the actions of the Standing Committee in accordance with subparagraph (1), which actions shall be ratified or revised at the next Council meeting.
- (3) The Council may, generally and specifically, grant the Standing Committee of the Council the authority to finalise matters on behalf of the Council, in which case the Standing Committee merely reports to the Council and the action is neither ratified nor reviewed by the Council.
- (4) Where the Council grants the Standing Committee of the Council the authority to finalise matters as envisaged in subparagraph (3), the Council shall ratify or review the delegated power at least every four (4) years.
- (5) The Secretary of the Council shall maintain a detailed consolidated record of all delegated powers as contemplated in subparagraph (3).
- (6) The Standing Committee of the Council may further delegate the authority granted to it by the Council, Statute and Institutional Rules, including the authority granted in accordance with subparagraph (3), to a standing committee, or committee, or an individual as set out in the Institutional Rules.

Committees

10. (1) Apart from a Standing Committee of the Council, the Council shall establish an Audit Committee and a Human Resources Committee as standing committees and shall determine their functions and authority.
- (2) The Council may establish any other Committees as well as joint Council and Senate committees.
- (3) The Council shall determine the constitution, election, term of service and functions of committees and standing committees: Provided that the Council may appoint persons who are not Council members to the standing and other committees.
- (4) The Principal shall by virtue of his or her office be a member of all committees of the Council.

- (5) The Standing Committee of the Council shall co-ordinate, control and supervise the activities of all the committees and standing committees of the Council.
- (6) As part of its reporting to the Council, the Standing Committee of the Council shall report on the activities of the committees and standing committees of the Council.

Transitional Provisions

- 11.(1) With the coming into force of this Statute, the existing Council of the University shall have the power and authority to take steps to implement the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), this Statute and the Institutional Rules.
 - (2) The steps referred to in subparagraph (1) may include the termination of the membership of Council members to make it possible to reconstitute the Council in accordance with the Statute.
 - (3) Before this amendment to the Statute, the Council delegated powers, with or without the authority to finalise matters, to committees of the Council, the Senate, committees of the Senate and individuals.
 - (4) The delegated powers referred to in paragraph (3) shall be regarded as having been delegated in terms of the provisions of this Statute to the Standing Committee of the Council, other committees and standing committees of the Council, the Senate, committees of the Senate and individuals where applicable."
3. *The following Chapter is hereby substituted for Chapter IV of the Statute:*

"Chapter IV

SENATE

Functions

1. (1) The Senate conducts its business under the management of the Council and is accountable to the Council for academic and research matters as contemplated in section 28(1) of the Higher Education Act, 1997 (Act No. 101 of 1997).
- (2) The functions of the Senate are as follows -
 - (a) academic planning and development;

- (b) the regulation of all activities of the University in respect of teaching, learning and research, including -
 - (i) guidelines for the appointment and promotion of academic staff;
 - (ii) guidelines for the organisation, structures and administration of teaching, learning and research at the University;
 - (iii) management and supervision of student evaluation;
 - (iv) quality assurance in respect of teaching, learning and research;
- (c) to make recommendations to the Council on *inter alia* the following matters -
 - (i) the establishment, amalgamation or closure of faculties, departments, institutes, bureaux, research units and centres;
 - (ii) the introduction or discontinuation of degrees, diplomas, programmes, curricula, subjects and courses;
 - (iii) curricula for degrees, diplomas and programmes and the content of subjects and courses;
 - (iv) the general admission policy of the University;
 - (v) the management, operation and development of the academic information service;
 - (vi) agreements regarding academic co-operation;
 - (vii) the conferring of honorary degrees;
 - (viii) academic dress, graduation and diploma ceremonies;
 - (ix) organised student life, including student services and student discipline;
 - (x) community services;
 - (xi) the selection of candidates for the position of Chancellor; Vice-Chancellor and Principal; and Vice-Principal; and
 - (xii) the appointment and promotion of the academic personnel of the University, and
- (d) together with the Council, to approve of the following -

- (i) the language policy of the University;
- (ii) admission requirements for specific academic programmes;
- (iii) the number of students who may be admitted to a specific programme as well as the method of selection;
- (iv) the minimum admission requirements for readmission to the University and the refusal of students who do not comply with the minimum requirements; and
- (e) the execution of any other function that the Council may assign or delegate to the Senate.

Composition

2. (1) The Senate is constituted as follows -

- (a) Members of the Senate by virtue of their office, namely -
 - (i) the Chairperson of the Council;
 - (ii) the Deputy Chairperson of the Council;
 - (iii) the Principal;
 - (iv) the Vice-Principals;
 - (v) the Executive Directors;
 - (vi) the Deans, the Deputy Deans and the academic personnel who have similar status;
 - (vii) the Heads of academic departments and academic personnel who have similar status;
 - (viii) the Registrar;
 - (ix) the Directors who are heads of schools;
 - (x) the Directors of support service divisions who are responsible for the following activities at the University: academic information service; teaching support; research support; information technology; telematic education; public relations and marketing; institutional research and planning;
 - (xi) the Chairperson and Deputy Chairperson of the Institutional Forum;

- (b) members who are nominated or elected, namely -
 - (i) four (4) members nominated by the Students' Representative Council;
 - (ii) two (2) representatives of employees, who are not already members of the Senate, elected from the ranks of the permanent academic staff;
 - (iii) two (2) representatives of employees, who are not already members of the Senate, elected from the ranks of the permanent non-academic staff; and
 - (iv) two (2) representatives of educational institutions which are entitled to nominate members to the Senate in terms of an agreement with the University.
- (2) Incidental vacancies in the category of members who are nominated or elected are to be filled as set out in subparagraph (1) for the remainder of the previous incumbent's term of office.

Terms of office

- 3. (1) The persons referred to in paragraph 2(1)(a) of this Chapter are members of the Senate for as long as they remain in the posts concerned.
- (2) The term of office of representatives of the Students' Representative Council shall be the same as that of the Students' Representative Council that appointed them.
- (3) The term of office of all other members shall be four (4) years: Provided that members may be re-elected or renominated when their term of office expires.
- (4) If a student representative is re-elected to the Students' Representative Council, he or she may be nominated as a student representative for another term: Provided that a student representative's membership lapses automatically when he or she is no longer a registered student.
- (5) The membership of a Senate member shall be terminated in cases where the member was elected or nominated by a specific interest group to represent it and the association of the Senate member with the interest group concerned ceases.

Election and nomination procedures

- 4. (1) The Registrar shall make the arrangements for the nomination and election of members.

- (2) Student members of the Senate are elected at an ordinary or special meeting of the Students' Representative Council in accordance with the election procedures of the Students' Representative Council: Provided that representatives of minority stakeholder groups on campus are also included in the group of members appointed by the Students' Representative Council in order to empower these groups.
- (3) Two (2) members from the ranks of the permanent academic staff and two (2) members from the ranks of the permanent non-academic staff shall be elected in accordance with the process set out in subparagraph (4).
- (4) The Registrar shall arrange and administer an election of members from the ranks of the staff to the Senate in the following manner -
 - (a) Within a reasonable period before a particular election date, the Registrar shall afford -
 - (i) every permanent academic staff member the opportunity to nominate a representative or representatives to represent the permanent academic staff in the Senate;
 - (ii) every permanent non-academic staff member the opportunity to nominate a representative or representatives to represent the permanent non-academic staff in the Senate.
 - (b) Each candidate shall be seconded by at least ten (10) persons, not be a Senate member already and inform the Registrar in writing whether he or she accepts the nomination.
 - (c) On the closure of nominations, the Registrar shall arrange for an election by sending suitable ballot papers to every permanent academic staff member or every permanent non-academic staff member, as the case may be, and by collecting such ballot papers afterwards.
 - (d) Permanent academic staff members shall vote in respect of vacancies to be filled by permanent academic staff members and permanent non-academic staff members shall vote in respect of vacancies to be filled by permanent non-academic staff members.
 - (e) An election is valid only if at least fifteen (15) per cent of the permanent academic staff members or permanent non-academic staff members, as the case may be, has participated in the election.
 - (f) The Registrar shall determine, after consultation with the Director of Personnel, whether a member of staff of the University, or a member of staff of the University who has been appointed jointly by the University

and another body, qualifies as an academic or as a non-academic member of staff.

- (g) If a member of staff performs academic and non-academic tasks in accordance with his or her job description, that particular member of staff is considered to be a member of the academic staff.
- (h) The Registrar shall announce the results of the poll.

Chairperson, Vice-Chairperson and Secretary

- 5. (1) The Senate shall elect the Principal, a Vice-Principal or an Executive Director as the Chairperson of the Senate.
- (2) The Senate shall elect another Senate member to serve as Deputy Chairperson of the Senate.
- (3) The Chairperson and Deputy Chairperson shall hold office for two (2) years, but may be re-elected.
- (4) In the absence of the Chairperson, the Deputy Chairperson of the Senate shall act as Chairperson and if both the Chairperson and Deputy Chairperson are absent, the members present shall elect a Chairperson from their ranks for the particular meeting.
- (5) If the office of Chairperson becomes vacant for any reason other than expiry of the term of office, the Senate shall elect a successor for the unexpired part of the term of office of his or her predecessor.
- (6) If the office of Deputy Chairperson becomes vacant for any reason other than expiry of the term of office, the Senate shall elect a successor for the unexpired part of the term of office of his or her predecessor.
- (7) The Senate shall elect the Registrar or another Senate member to serve as the Secretary of the Senate.

Scheduling of Meetings and Procedure at Meetings

- 6. (1) The Senate shall meet at least once a semester.
- (2) The Senate shall determine its own procedure at meetings with due observance of generally accepted norms of fair administrative process.
- (3) One half of all the members of the Senate plus one (1) shall constitute a quorum.

- (4) The Secretary shall notify each member in writing of the date, time and venue of a meeting at least seven (7) days before the meeting and the agenda for the meeting shall accompany the notice.
- (5) Members who wish to place matters for discussion on the agenda shall submit such matters in writing to the Secretary at least fourteen (14) days before the date of the meeting.
- (6) The Secretary shall keep detailed minutes of every meeting.
- (7) Urgent matters may be placed on the agenda for discussion or for discussion and finalisation during a meeting by agreement of the majority of members present.
- (8) In the absence of a Senate resolution to the contrary, the Senate shall reach its decisions through -
 - (i) a majority vote by the members present; or
 - (ii) a preferential vote by the members present, where prescribed by the Institutional Rules or if the Senate so decides.
- (9) Normally, members shall vote by a show of hands, but the Senate may decide on a different procedure in a particular case.
- (10) Sealed ballot papers shall be used when members of the Senate vote to elect an individual, but the Senate may decide on a different procedure in a particular case.
- (11) The Chairperson of the meeting shall have an ordinary and a casting vote.
- (12) The Chairperson may at any time convene an extraordinary meeting: Provided that the matters for discussion are stated and briefly supported.
- (13) The Chairperson shall convene an extraordinary meeting, if requested to do so by at least twenty-five (25) members: Provided that the request is in writing and the matters for discussion are stated and briefly supported.

Composition of Senate Executive

7. (1) The Senate Executive is constituted as follows -

- (a) the Vice-Chancellor and Principal;
- (b) the Vice-Principals;
- (c) the Executive Directors;

- (d) the Deans;
 - (e) one (1) Senate member elected by the Senate from the ranks of the Senate members who represent the faculties for the natural science for a term of four (4) years;
 - (f) one (1) Senate member elected by the Senate from the ranks of the Senate members who represent the faculties for the humanities for a term of four (4) years;
 - (g) the Chairpersons of the standing committees of the Senate who are not already members of the Senate Executive;
 - (h) the representatives of the Senate on the Council, elected in accordance with paragraph 12(1) of this Chapter, who are not already members of the Senate Executive;
 - (i) the Director of the Academic Information Service; and
 - (j) the Registrar.
- (2) Those bodies that are entitled to nominate or elect members, nominate or elect members in terms of their internal nomination or election procedures.
- (3) The Senate Executive is entitled to co-opt members to the Senate Executive.

Chairperson and Deputy Chairperson of Senate Executive and Procedure at Meetings

8. (1) The Principal shall be the Chairperson of the Senate Executive: Provided that in the absence of the Principal, the senior Vice-Principal present shall act as the Chairperson.
- (2) If neither the Principal nor the Vice-Principals are available, the Senate Executive shall elect a Chairperson for the particular meeting from its own ranks.
- (3) One half of all the members of the Senate Executive plus one (1) shall constitute a quorum.
- (4) The Senate Executive shall determine its own procedure at meetings with due observance of generally accepted norms of fair administrative process.

Powers and Functions of Senate Executive

9. (1) When the Senate is not in session, the Senate Executive, as a representative of the Senate, may assume the authority of the Senate and may execute the Senate's functions.

- (2) The Senate Executive shall report to the Senate on its actions in terms of subparagraph (1): Provided that all actions taken by the Senate Executive on behalf of the Senate shall be ratified or reviewed at the next meeting of the Senate.
- (3) The Senate are entitled to give the Senate Executive a general or specific authority to finalise matters on behalf of the Senate, in which event the Senate Executive merely reports to the Senate and the action is neither ratified nor reviewed by the Senate.
- (4) Where the Senate authorises the Senate Executive to finalise matters, as envisaged in subparagraph (3) above, the Senate shall ratify or review the delegated power or powers at least every four (4) years.
- (5) The Secretary of the Senate shall keep a detailed consolidated record of all delegated powers, as contemplated subparagraph (3).

Committees of Senate

10. (1) In addition to the Senate Executive, the Senate shall establish a number of standing committees to enable the Senate Executive to execute its functions, namely the -
 - (a) Academic Planning Committee;
 - (b) Committee for Education, Research and Quality Assurance;
 - (c) Selection Committee;
 - (d) Timetable Committee;
 - (e) Student Disciplinary Committee; and
 - (f) Faculty Boards.
- (2) The Senate may appoint any other committee or standing committee, including joint Council and Senate committees: Provided that the latter shall be appointed in consultation with the Council.
- (3) The activities of all committees and standing committees of the Senate are co-ordinated by and are executed under the control and supervision of the Senate Executive.
- (4) The Senate Executive may further delegate the authority granted to it by the Senate, this Statute and the Institutional Rules, including the authority entrusted to it in terms of paragraph 9(3) of this Chapter, to a committee or standing committee of the Senate or to an individual, as set out in the Institutional Rules.

- (5) The reporting by the Senate Executive to the Senate shall include the activities of the committees and standing committees of the Senate.
- (6) The Senate shall nominate and elect members and Chairpersons of committees and standing committees: Provided that the Senate Executive may make recommendations in writing to the Senate on the election of members and Chairpersons of committees and standing committees.
- (7) Matters concerning the constitution, election, terms, functions and procedures of committees and standing committees not regulated in terms of the above shall be regulated by means of the Institutional Rules.

Faculties

11. (1) The Faculty Board of each faculty is a standing committee of the Senate.
- (2) The following matters concerning the Faculty Boards are defined in the Institutional Rules -
 - (i) the constitution of such Boards;
 - (ii) their powers and functions;
 - (iii) their procedures;
 - (iv) the selection of candidates for the positions of Deans, Deputy Deans or persons of similar status;
 - (v) the appointment of committees and standing committees of the faculty as well as the manner in which their functions are determined; and
 - (vi) their authority to delegate.
- (3) The Dean of the Faculty concerned shall by virtue of his or her office be the Chairperson of the faculty board meeting.
- (4) In the absence of the Dean, the Deputy Dean or the acting Deputy Dean, shall act as the Chairperson: Provided that if both the Dean and the Deputy Dean or the acting Deputy Dean are absent, the members present at the faculty board meeting shall elect a Chairperson for the particular meeting from their own ranks.

Representatives of Senate on Council

12. (1) The Senate shall elect four (4) representatives from its ranks to serve as Council members for a term of four (4) years: Provided that two (2) of the said representatives are elected from the ranks of the Senate members in the

faculties of natural science and the other two (2) representatives are elected from the ranks of the Senate members in the faculties for the humanities.

- (2) Members who are already by virtue of their office members of the Council shall not be considered as candidates.
- (3) The Secretary of the Senate shall notify all members of the Senate of the election of a representative or representatives of the Senate to the Council at least seven (7) days before a Senate meeting.
- (4) A person shall be a candidate if he or she is nominated during a Senate meeting by at least two (2) persons, and indicates verbally or in writing that he or she accepts the nomination.
- (5) Members whose term of office has expired may be re-elected or renominated.
- (6) Incidental vacancies shall be filled, with the necessary changes, as set out above.

Transitional Measures

13. (1) Before this amendment to the Statute, the Senate delegated authority, with or without the power to finalise matters, to the Executive Committee of the Senate, the committees of the Senate, the faculty boards and to individuals.
 - (2) The delegated authority referred to in subparagraph (1) is regarded as having been delegated in terms of the provisions of this Statute: Provided that powers entrusted to the Executive Committee of the Senate shall be regarded as powers entrusted to the Senate Executive."
4. *The following Chapter is hereby inserted after Chapter IV of the Statute:*

"Chapter IV A

INSTITUTIONAL FORUM

Functions

1. (1) The Institutional Forum shall advise the Council on matters affecting the University including -
 - (a) the implementation of the Higher Education Act, 1997 (Act No. 101 of 1997) and national policy on higher education;
 - (b) the formulation of race and gender equity policies;
 - (c) the selection of candidates for senior management positions;

- (d) codes of conduct;
 - (e) mediation and dispute resolution procedures;
 - (f) the formulation of policy for fostering an institutional culture characterised by tolerance, respect for fundamental human rights and a positive academic climate; and
 - (g) the management of cultural diversity on the University's campuses.
- (2) The advice given by the Institutional Forum to the Council shall be submitted in written form.
 - (3) The Institutional Forum shall perform such additional functions as are determined by the Council.
 - (4) The Council may, after consultation with the Institutional Forum, amend or revoke the mandate of the Institutional Forum referred to in subparagraph (3).

Composition

2. The Institutional Forum is constituted as follows -

- (a) two (2) representatives of the Executive Management of the University, appointed by the Executive Management of the University;
- (b) two (2) representatives of the Council elected by the Council;
- (c) two (2) representatives of the Senate elected by the Senate;
- (d) a maximum of four (4) representatives elected from the ranks of the trade unions and staff associations recognised as such by the University as set out in paragraph 4(3) of this Chapter;
- (e) at least one (1) representative of each student party entitled to a seat on the Students' Representative Council, appointed by the said party; but in total not more than ten (10) student representatives; and
- (f) a maximum of three (3) staff or student members, appointed by the Council after consultation with the Institutional Forum
 - (i) on the basis of their expertise and experience; or
 - (ii) in order to represent a specific interest group or groups on campus not already represented in the Institutional Forum.

Term of Office

3. (1) The term of office of all members is four (4) years, with the exception of members appointed by the Students' Representative Council and student members co-opted in accordance with paragraph 2(f) of this Chapter.
- (2) The term of office of student members shall correspond with the term of office of the Students' Representative Council that appointed them.
- (3) The term of office of members co-opted in accordance with paragraph 2(f) of this Chapter shall be one (1) year.
- (4) A member may be re-elected, re-appointed or co-opted again for another term when his or her term expires.
- (5) A student member's membership of the Institutional Forum shall be terminated if the member is no longer a registered student.
- (6) The membership of a member of the Institutional Forum shall be terminated if the said member is elected or appointed by a specific interest group to represent the particular group and the member's membership of or association with the interest group is terminated or the member is suspended by the interest group.

Election Procedure

4. (1) The Registrar shall facilitate the process in terms of which members are appointed, elected or co-opted.
- (2) When members are elected or appointed by a particular body that is entitled to do so, the body shall elect or appoint such members in accordance with its own internal appointment or election procedures but with a sensitivity for gender and race.
- (3) Each trade union and staff association recognised as such by the University shall be entitled to one (1) representative: Provided that the representative shall be elected from the ranks of the staff of the University by members of the trade union or staff association, however, where there are more than four (4) trade unions and staff associations that qualify in this way, only the four (4) trade unions and staff associations with the largest University staff membership, shall be entitled to appoint representatives.
- (4) If more than ten (10) student parties qualify to appoint representatives, the ten (10) parties with the strongest student support are each entitled to appoint one (1) representative.

- (5) If fewer than ten (10) student parties qualify to appoint representatives there shall be a second round of appointments: Provided that each party that has already appointed one (1) representative may appoint a second representative if there are sufficient vacancies.
- (6) If there are insufficient vacancies to give each student party a further representative, the parties shall be ranked with reference to the support the parties enjoy among the students, and available vacancies shall be filled accordingly.

Chairperson and Vice-Chairperson

- 5. (1) The Institutional Forum shall elect a Chairperson and a Deputy Chairperson from the members of the Institutional Forum.
- (2) The term of office of the Chairperson and the Deputy Chairperson shall correspond with their terms of office as members of the Institutional Forum.
- (3) If the office of the Chairperson or the Deputy Chairperson becomes vacant, the Institutional Forum shall elect a successor at its next meeting.
- (4) The Chairperson of the Institutional Forum reports back to the Institutional Forum on the Council's acceptance, partial acceptance or rejection of the advice of the Institutional Forum.
- (5) The Institutional Forum shall elect a Secretary: Provided that the Registrar, or a staff member designated by him or her, shall assist the Secretary or act in his or her place.

Executive Committee, Task and Work Groups

- 6. (1) The Institutional Forum shall be empowered to make use of Task and Working Groups in order to facilitate and expedite the activities of the Institutional Forum.
- (2) The Institutional Forum shall appoint an Executive Committee as a standing committee of the Forum to control, manage and administer the Institutional Forum on a day-to-day basis.
- (3) The Executive Committee of the Institutional Forum is constituted as follows -
 - (a) the Chairperson of the Institutional Forum;
 - (b) the Deputy Chairperson of the Institutional Forum; and
 - (c) two (2) members appointed by the Institutional Forum.

- (4) The Executive Committee of the Institutional Forum shall determine its own procedures for meetings with due observation of generally accepted norms of fair administrative process.
- (5) The quorum for a meeting of the Executive Committee of the Institutional Forum shall be three (3) members.
- (6) The term of office of the two (2) members referred to in subparagraph (3)(c) shall correspond with their respective terms of office as members of the Institutional Forum.
- (7) The Registrar, or a staff member designated by him or her, shall be responsible for the administrative services that the Executive Committee may require.

Procedure

7. (1) The Institutional Forum shall determine its own procedure for meetings with due observation of generally accepted norms of fair administrative process.
- (2) Fifty (50) per cent of all the members of the Institutional Forum plus one (1) member shall constitute a quorum.
- (3) Resolutions of the Task and Work Groups shall not be binding on the Institutional Forum and consequently there shall be no quorum requirement for the meetings of these bodies.
- (4) The Secretary shall keep comprehensive minutes of all meetings of the Institutional Forum, including meetings of the Task and Work Groups.
- (5) At least four (4) days before a meeting the Secretary shall send each member an agenda indicating *inter alia* the date, venue and time of the meeting as well as the matters for discussion.
- (6) Members wishing to place matters for discussion on the agenda, shall send a written request in this regard to Secretary at least fourteen (14) days before the date of the meeting.
- (7) The Chairperson may convene an extraordinary meeting at any time, stating the matter or matters for discussion.
- (8) When requested by at least eight (8) members of the Institutional Forum, the Chairperson shall convene an extraordinary meeting: Provided that the request is in writing and the matters for discussion are stated and briefly supported.

Decision-making

8. (1) If seventy-five (75) per cent of the members present at a meeting vote in favour of a specific proposal, the Institutional Forum has taken a decision.
 - (2) If the Council requests the Institutional Forum to advise the Council on a specific matter and no proposal put before the Institutional Forum enjoys the support of seventy-five (75) per cent of the members present, the Chairperson shall be obliged to call a follow-up meeting within two (2) weeks.
 - (3) If at the follow-up meeting the Institutional Forum does not take an advisory decision, the Executive Committee of the Institutional Forum in conjunction with the members of the Institutional Forum shall compile a summary of the various opinions expressed at the Institutional Forum and shall submit the summary to the Council.
 - (4) Where the Institutional Forum has taken an advisory decision that is submitted to the Council, a member or members with a minority viewpoint shall be entitled to formulate the minority viewpoint or viewpoints in writing and to submit it or them to the Council through the mediation of the Executive Committee of the Institutional Forum."
5. *The following Chapter is hereby substituted for Chapter VII of the Statute:*

"Chapter VII

STAFF DISCIPLINE: GENERAL AND TRANSITIONAL PROVISIONS

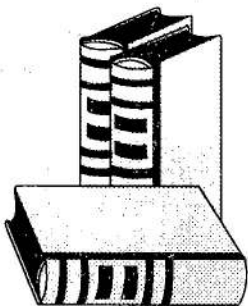
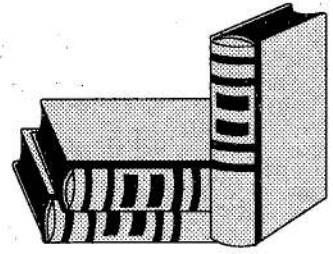
General

1. Subject to applicable labour laws, in respect of all forms of misconduct and dereliction of duty, all staff members of the University shall be subject to a disciplinary code and a disciplinary procedure as approved by the Council and as set out in the Institutional Rules.

Transitional Provisions

2. (1) Before this amendment to the Statute, the disciplinary code and disciplinary procedure applicable to staff members of the University were contained in Chapter VII of the Statute of the University published in terms of the provisions of section 17 of the Universities Act, 1955 (Act No. 61 of 1955).
- (2) All the provisions of Chapter VII of the Statute referred to in subparagraph (1) shall be deemed to be Institutional Rules of the University made in terms of section 32 of the Higher Education Act, 1997 (Act No. 101 of 1997).
- (3) The Institutional Rules of the University referred to in subparagraph (2) may be amended in accordance with the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997)."

Where is the largest amount of meteorological information in the whole of South Africa available?



Waar is die meeste weerkundige inligting in die hele Suid-Afrika beskikbaar?

Department of Environmental Affairs and Tourism
Departement van Omgewingsake en Toerisme

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