

APPROVED BY COUNCIL on 21 November 2025

TSHWANE UNIVERSITY OF TECHNOLOGY

INSTITUTIONAL RULES



The Council of Tshwane University of Technology has, under section 32(1)(b) of the Higher Education Act, 1997(Act No. 101 of 1997), as amended, made the following Rules:

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Purpose of the Rules

The Rules are made in terms of section 32(1)(b) of the Higher Education Act, 1997 (Act No. 101 of 1997), which states that the Council of a public higher education institution may make institutional rules to give effect to the institutional statute. The purpose of the Rules is to make provision for matters that are not addressed in the Statute or although included in the Statute, but require further explication. The Rules further address matters which the Statute specifically requires to be addressed in the Rules. The Rules are aimed at improving the overall levels of governance, accountability and management in the institution. The Rules are subject to the Statute and where there is a conflict between the Rules and the Statute, the Statute takes precedence.

RULES OF THE TSHWANE UNIVERSITY OF TECHNOLOGY

PART 1

Rules for the appointment of the Chancellor, the election of members of the Council, Senate, Student Services Council, Institutional Forum, Convocation and other general matters

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DEFINITIONS

1. Definitions

In these Rules, any word or expression to which a meaning has been assigned by the Higher Education Act, 1997 (Act No. 101 of 1997), or the Statute of the University has the meaning so assigned to it, and, unless the context indicates otherwise –

“academic employee” means any person on the permanent or temporary full-time or part-time staff of the University appointed to teach and/or to do research at the University, and any other employee designated as such by the Council, including a person in this category who is serving a probationary period in terms of his or her contract of employment prior to permanent appointment; provided that for the purposes of election to any University structure, the employee must be a permanent employee or employed on a contract of not less than five years;

“Act” means the Higher Education Act, 1997 (Act No. 101 of 1997), as amended;

“body of donors” means a body established by Council as contemplated in paragraph 77(3);

“Chancellor” means the Chancellor of the University, as contemplated in section 26(1) of the Act and paragraph 4 of the Statute;

“congregation” means a meeting convened by the University for the purpose of official academic openings and closures, and for conferring degrees and awarding diplomas and certificates, as contemplated in paragraph 75 of the Statute;

“Constitution of the SRC” means the Rules of the SRC approved by Council after consultation with the SRC;

“consultation” means that consultation has taken place; however, the relevant body or person is not bound by the opinions or proposals arising from such consultation;

“Convocation” means the Convocation, as contemplated in paragraph 49 of the Statute;

“Council” means the Council of the University, as contemplated in section 26(2)(a) of the Act and paragraph 7 of the Statute;

“days” means all the days in a week, including Saturdays, Sundays and public holidays;

“delegation document” means the delegation document of the University formally approved by Council that stipulates the final decision-making powers with regard to the functions of the University;

“deputy vice-chancellor” means a deputy vice-chancellor of the University, as contemplated in section 26(2)(d) of the Act, and includes a vice-principal and vice-rector;

“diplomate” means a person on whom a diploma has been awarded by an institution of higher learning;

“donor”, for the purposes of paragraph 8(1)(l) of the Statute, means;

- (i) a natural person who up to the end of the calendar year preceding the year of the election has given donation to the total value of R10 000 or more to the University; or
- (ii) a corporate body, partnership, unincorporated association or trust which has given a donation to the total value of R30 000 or more to the University in the five calendar years preceding the year of the election.

“due notice of a meeting” means a written notice within the prescribed time, providing the agenda, time and place of the meeting;

“employee” means any person employed by the University;

“employer organisations” means employer organisations registered with the Department of Labour, but excludes the University;

“executive dean” means the dean, as contemplated in paragraph 66(1) of the Statute;

“executive director” means the director, as contemplated in paragraph 65(1) of the Statute;

“Executive Management Committee” means the committee, as contemplated in paragraph 58(1) of the Statute;

“external member of Council” means a member of Council who is not an employee nor a student of the Tshwane University of Technology;

“functions” means powers and duties and vice versa;

“governance structure” means the University Council, Senate, Institutional Forum, Student Services Council or any other structure established in terms of the Statute and the Rules of the University;

“graduate” means a person on whom a degree has been conferred by a university;

“Institutional Forum” means the Institutional Forum of the University, as contemplated in paragraph 29 of the Statute;

“labour union” means a trade union registered in terms of the Labour Relations Act, 1995 (Act No. 66 of 1995), as amended, and recognised by the University through a collective agreement and is also member of the University Bargaining Forum;

“learning programme” means any learning programme of higher education leading to a qualification higher than Grade 12 or its equivalent in terms of the National Qualifications Framework, as contemplated in the National Qualifications Framework Act, 2008 (Act No. 67 of 2008) , and is synonymous with the terms “instructional programme” and “course”;

“learning site” means the sites of the University in Tshwane, Ga-Rankuwa, Mbombela, Soshanguve, Polokwane and eMalahleni, and such other sites as established from time to time;

“management”, for the purposes of section 31(2)(a) of the Act and paragraph 30(1)(a) of the Statute, means the vice-chancellor, the deputy vice-chancellors, the Registrar, the executive deans, executive directors, directors and any other position equivalent to or above that of a director;

“meeting” means an ordinary meeting;

“minister” means the Minister of Higher Education and Training;

“month” means a calendar month;

“non-academic employee” means a person on the permanent or temporary full-time or part-time staff of the University, other than an academic employee, and includes a person in this category who is serving a probationary period in terms of his or her contract of service prior to permanent appointment; provided that for the purposes of election to any University structure, the employee must be a permanent employee or employed on a contract of not less than five years;

“Organisation” means any employee or student structure of the University, including the Central Student Representative Council (CSRC) and the local student representative councils (LSRCs) at the various learning sites;

“organised commerce and industry” means an association of business people or business organisations formed amongst others with the intention to regulate, develop, protect and promote commercial and industrial interest;

“Postgraduate student” means a student who is registered for a master’s or doctorate degree;

“professor” means an academic employee on the permanent or temporary, full- time or part-time, salaried or honorary staff of the University who has been given the title of professor by any accredited University, and includes a person in any of these categories who is serving a probationary period in terms of his or her contract of service prior to permanent appointment, but does not include an emeritus, adjunct, associate or assistant professor;

“Registrar” means the Registrar of the University as contemplated in section 26(4)(b) of the Act;

“relative” in relation to any person, means -

- (a) the spouse of that person;
- (b) anybody related to that person or his or her spouse within the third degree of consanguinity or affinity; or

any adoptive child within the first degree of consanguinity;

“representing” means that the relevant body or constituency is entitled to nominate a person or persons as a member or members of a governance structure or of its subcommittees, but that such nominated members nevertheless participate in the activities and decisions of the governance structure or its subcommittees in their individual capacity;

“Rules” means rules of the University made under section 32 of the Act, and includes any schedules to these Rules;

“Senate” means the Senate of the University, as contemplated in section 26(2)(b) of the Act and paragraph 18 of the Statute;

“senior management” means, for the purposes of section 31(1)(a)(iii) of the Act, and paragraphs 7(3)(b), and 67(3) of the Statute, the vice-chancellor, the deputy

vice-chancellors, the Registrar, and any other employees in posts equivalent to or higher than that of a deputy vice-chancellor;

“SRC” means the Student Representative Council of the University, which includes the Central SRC and the Local SRC;

“Statute” means the institutional Statute of the University, published in Government Notice No. 41047 of 18 August 2017, including any amendments thereof;

“student” means any person registered at the University full-time or part-time for a degree, diploma, or certificate of the University or registered or enrolled for any course or programme of instruction of the University, provided that a person so registered or enrolled who is also a full-time or part-time employee of the University is not a student for the purpose of membership of the Council or the Senate;

“Student Services Council” means the structure as contemplated in section 27(3) of the Act and paragraph 35 of the Statute;

“University” means the Tshwane University of Technology;

“University Advancement” means the entity established to raise funds for the University;

“Vice-Chancellor” means the Vice-Chancellor of the University, as contemplated in section 26(2)(c) of the Act, and which includes a principal and rector;

“with concurrence of” means that the relevant bodies or persons have to reach agreement on a matter requiring a decision;

“year” means a calendar year that commences on the first day of January of any one year.

CHANCELLOR

Election and appointment of Chancellor

2. (1) The chancellor shall be elected in terms of paragraph 5 of the Statute.
- (2) The Council, at its first meeting after having been informed of the vacancy, may appoint a recruiting committee to assist with the filling of the vacancy.
- (3) The functions of the recruiting committee are to;
 - (a) Invite the University community and other relevant stakeholders to submit nominations for the position.
 - (b) Evaluate the nominations and make recommendations to Council.
- (4) The composition of the recruiting committee shall be determined by Council.
- (5) The recruiting committee is automatically dissolved once a chancellor is appointed and has accepted the appointment.
- (6) Council may subject to the recommendation of the recruiting committee re-appoint a chancellor who has served his or her first term for a second term of office without inviting nominations in terms of paragraph 5 of the Statute.

COUNCIL

Appointment of ministerial representatives on Council

3. (1) Whenever it is necessary for the Minister to appoint members to the Council, the Registrar informs the Minister of an expiry of the term of office or of a vacancy at least 90 days before the term of office of such members expires, or within 14 days after a vacancy occurs for any reason other than the expiry of the term of office, and requests the Minister to appoint members to Council.

- (2) Upon receipt of the names of the appointees from the Minister, the Registrar presents the names at a meeting of the Governance and Council Membership Committee.
- (3) At its meeting, the Governance and Council Membership Committee considers the Minister's appointees and where necessary may advise the Minister accordingly.

Election of members of Senate to Council

- 4. (1) Whenever it is necessary for the Senate to elect members to the Council, the Registrar invites the Senate in a written notice to nominate candidates, in writing, for election and appointment to Council.
- (2) A member of the Senate must be nominated for election by two members of the Senate and the nominee signs the nomination form to denote his or her acceptance of the nomination.
- (3) The nominations contemplated in (2) above must be lodged with the Registrar at least three working days before the meeting of the Senate at which the election is to take place.
- (4) If only two nominations are received, the two persons so nominated shall be deemed to be duly elected as representatives of the Senate on Council.
- (5) If more than two nominations are received, the Senate votes by secret ballot with the Registrar as the electoral officer, and the two candidates obtaining the highest number of votes are deemed to be elected as Senate representatives to Council.
- (6) In the event of a tie in votes, a second round of votes is held on the

candidates with a tie of votes.

- (7) In the event of a tie of vote after the second round of votes, the chairperson of the Senate, assisted by the Registrar, casts a lot between the candidates who received the same number of votes to determine the candidate to be appointed to Council.
- (8) If a member of Council, as elected by the Senate, vacates his or her office before the expiry of his or her term of office, the Senate must proceed as soon as possible to elect another member for the remainder of the term of office of the member being replaced.
- (9) If a member of Council, as elected by the Senate, is granted leave of six months or longer during his or her term of office, the Senate must forthwith elect a replacement for the period of absence of the replacement's predecessor; provided that such term of office does not exceed the term of office of the predecessor.

Election of non-Senate academic employees to Council

- 5. (1) Whenever it is necessary for academic employees to elect a non-Senate academic employee as a member of Council, the Registrar invites academic employees by written notice, posted at least 90 days before the term of office of the incumbent expires, or within 14 days after a vacancy occurs for any reason other than the expiry of the term of office to nominate, in writing, candidates for election to Council.
- (2) Nominations must be lodged with the Registrar on a date determined by him or her.
- (3) Each nomination must be signed by at least four academic employees

and countersigned by the nominee to denote his or her acceptance of the nomination and a statement by him or her, not exceeding two hundred words, summarising his or her curriculum vitae and candidacy.

- (4) If only one candidate is nominated, the Registrar declares such candidate to be duly elected.
- (5) If more than one candidate is nominated, the Registrar conducts the election by secret ballot.
- (6) Each academic employee is entitled to one vote.
- (7) A ballot paper is spoilt and invalid if -
 - (a) more than the required number of candidates are marked; or
 - (b) it is defaced in any way; or
 - (c) it does not clearly indicate the candidate in whose favour the vote has been cast, or
 - (d) it reaches the Registrar after the closing date.
- (8) The Registrar is the chief electoral officer and is assisted by one or more voting officers appointed by him or her.
- (9) The counting of the votes shall be conducted within five days of the date of the elections at the campus where the election took place at a venue designated by the Registrar.
- (10) In the event of a tie, the Registrar, assisted by the voting officers, casts a lot to determine which candidate is deemed elected as a representative on the Council of the academic employees who are not members of the Senate.
- (11) A candidate who is not satisfied with the outcome of the election may

lodge an objection with the Registrar within three days of the date of the publication of the results.

- (12) The Registrar shall respond in writing to the objection within three days and if the candidate is still not satisfied with the decision of the Registrar, the candidate may lodge an appeal to the Governance and Membership Committee of Council within three days after receiving the decision of the Registrar.
- (13) The decision of the Governance and Membership Committee of Council shall be final.
- (14) The Registrar informs the members of Council of the outcome of the election and invites the duly elected staff member to the first meeting of Council after his/her election to Council.
- (15) A candidate elected by the non-Senate academic employees to be a member of Council ceases to be a member of Council-
 - (i) if he or she becomes a member of the Senate; or
 - (ii) if he or she ceases to be a member of the academic staff; or
 - (iii) for any period during which he or she is suspended from the University.
- (16) The election may be conducted online or by electronic means.

Election of non-academic employees to Council

- 6. The provisions of rule 5 apply, with the necessary changes to the election of non-academic employees to Council, provided that a candidate chosen by the non-academic employees to be a member of Council ceases to be a member of Council-
 - (i) if he or she ceases to be a member of the non-academic staff; or

- (ii) for any period during which he or she is suspended from the University.

**Election of members of Central Student Representative Council
(CSRC) to Council**

- 7. (1) Whenever it is necessary for the CSRC to elect members to the Council, the Registrar notifies the president of the CSRC, in writing, of the vacancy.
- (2) At a meeting of the CSRC, two members are elected to serve on the Council, one of whom must be the president of the CSRC.
- (3) The president of the CSRC submits the names of the members who have been elected, in writing, to the Registrar on or before a date determined by the Registrar.
- (4) The Registrar informs the members of Council of the outcome of the election and invites the duly elected members of CSRC to the first meeting of Council after their election to Council.

Election of members of Convocation to Council

- 8. (1) Whenever it becomes necessary for Convocation to elect members to Council, the Registrar shall provide notice for the election posted at least in two national newspapers and the University website for the election of two members of Convocation to Council, which may be conducted online or by electronic means.
- (2) The notice shall specify the procedures to be followed by members of Convocation concerning the nomination of candidates and the election process.
- (3) The Registrar may make use an external election service provider

appointed in accordance with the University procurement processes,
to assist with the election

- (4) If only two qualifying candidates are nominated, the Registrar declares such candidates to be duly elected.
- (5) If more than two qualifying candidates are nominated, the Registrar conducts election through secret ballot.
- (6) The Registrar informs the members of Council of the outcome of the election and invites the duly elected members to the first meeting of the Council, after their election to Council.
- (7) The members elected by the Convocation may not be employees or students of the University.

Election of members of organised commerce and industry to Council

- 9. (1) Whenever it is necessary for Council to elect members of organised commerce and industry to Council, the Registrar, through notices placed on national newspapers, invites nominations for members of organised commerce and industry for election to Council,
- (2) Each nomination must be signed by the nominator and countersigned by the nominee to denote his or her acceptance of the nomination and a statement by him or her, not exceeding two hundred words, summarising his or her curriculum vitae and candidacy.
- (3) After the closing date of the nominations, the Registrar submits the names of the nominated candidates together with their curriculum vitae to the Governance and Council Membership Committee.
- (4) The Governance and Council Membership Committee at its meeting

considers the nominations and makes recommendations to Council.

Election of a person with expertise in law

- 10.** (1) Whenever it is necessary for Council to elect a person with expertise in law to Council, the Registrar, through notices placed on national newspapers, invites nominations for a person with expertise in law for election to Council.
- (2) Each nomination must be signed by the nominator and countersigned by the nominee to denote his or her acceptance of the nomination and a statement by him or her, not exceeding two hundred words, summarising his or her curriculum vitae and candidacy.
- (3) After the closing date of the nominations, the Registrar submits the names of the nominated candidates together with their curriculum vitae to the Governance and Council Membership Committee.
- (4) The Governance and Council Membership Committee at its meeting considers the nominations and makes recommendations to Council.

Election of a person with expertise in financial and investment matters

- 11** (1) Whenever it is necessary for Council to elect a person with expertise in financial and investment matters to Council, the Registrar, through notices placed on national newspapers invites nominations for a person with expertise in financial and investment matters.
- (2) Each nomination must be signed by the nominator and countersigned by the nominee to denote his or her acceptance of the nomination and a statement by him or her, not exceeding two hundred words, summarising

his or her curriculum vitae and candidacy.

- (3) After the closing date of the nominations, the Registrar submits the names of the nominated candidates together with their curriculum vitae to the Governance and Council Membership Committee.
- (4) The Governance and Council Membership Committee at its meeting considers the nominations and makes recommendations to Council.

Election of donors to Council

- 12. (1) Whenever it is necessary to elect donors to Council, the Registrar invites the Advancement Advisory Committee to nominate donors from the list of donors of the University for consideration by the Governance and Council Membership Committee.
- (2) At its meeting, the Advancement Advisory Committee nominates the required number of donors and submits the names of the nominated donors together with their curriculum vitae to the Registrar.
- (3) The Registrar submits the names of the nominated candidates together with their curriculum vitae to the Governance and Council Membership Committee.
- (4) At its meeting, the Governance and Council Membership Committee considers the nominations and recommends two candidates to Council for appointment.

13. Co-option of persons with expertise in relevant fields

- (1) The Council may, whenever it is necessary, co-opt a person to provide relevant expertise required by Council at that particular time.
- (2) Whenever it is necessary for Council to co-opt a person with relevant

expertise, the Registrar, through notices placed on national newspapers, invites nominations for a person with the particular expertise required by Council.

- (3) Each nomination must be signed by the nominator and countersigned by the nominee to denote his or her acceptance of the nomination and a statement by him or her, not exceeding two hundred words, summarising his or her curriculum vitae and candidacy.
- (4) After the closing date of the nominations, the Registrar submits the names of the nominated candidates together with their curriculum vitae to the Governance and Council Membership Committee.
- (5) The Governance and Council Membership Committee at its meeting considers the nominations and makes recommendations to Council.
- (6) When co-opting persons with expertise, the Governance and Council Membership Committee must take reasonable steps to identify people who, because of their experience and/or expertise will be able to contribute to the work of Council, and must ensure, as far as it is possible, a mix of diversity and expertise taking into account issues of gender and equity.
- (7) The person co-opted by Council may participate in the deliberations but may not vote.
- (8) Council shall determine the term of office of each co-opted member provided that such term of office shall not be more than three years.

Election of chairperson and deputy chairperson of Council

- 14.** (1) Whenever it is necessary, Council elects, at a meeting of Council, from

among its full members a chairperson and deputy chairperson, each of whom will hold office for a period of two years or for such shorter period as he or she may be a member of Council.

- (2) The chairperson and deputy chairperson must have extensive knowledge and experience relevant to the governance of the University and must have served as a member of Council of a Higher Education institution for at least two years.
- (3) The chairperson and deputy chairperson of Council may not be employees or students of the University.
- (4) Nominations for chairperson and deputy chairperson must be given to the Registrar, in writing, together with a short resume of the candidate on or before a date determined by him or her.
- (5) Each nomination must be signed by at least two members of Council and countersigned by the nominee to denote his or her acceptance of the nomination.
- (6) If more than one candidate is nominated for either one of the offices, voting is done by secret ballot and no proxy is allowed.
- (7) A candidate is elected to the office of chairperson or deputy chairperson by a majority of the votes cast by members present at a meeting of Council.
- (8) Each member of Council has only one vote during each round of voting, provided that there be a series of ballots if no candidate gains a majority of the votes in the first ballot.
- (9) In each successive round of voting, the candidate who has gained the

least support in the previous ballot is eliminated as a candidate.

- (10) If a vacancy occurs in the office of chairperson or deputy chairperson, the provisions of sub-rules (1), (2), (3), (4), (5), (6), (7), (8) and (9) apply to the filling of such vacancy.
- (11) Unless stated otherwise, a person who fills a vacancy in terms of sub-rule (9) holds office until the end of the predecessor's term and such term served by the person shall not be regarded as a full term of office
- (12) The person elected in terms of sub-rule (9) will hold office for a period of two years or such shorter period as he or she may be a member of the Council.
- (13) The chairperson and deputy chairperson are eligible for re-election for a maximum of two terms provided they are still members of Council.

Secretary to the Council

- 15. (1) The Registrar is the Secretary of Council.
- (2) The Registrar, reporting to the Vice-Chancellor, ensures compliance with the Act, Statute, relevant legislation and national higher education policies as well as the rules and policies of the University.
- (3) The Registrar may participate in the discussions of Council but may not vote.
- (4) The Registrar acts as an electoral officer in all matters pertaining to Council.
- (5) The Registrar advises Council on governance matters and may raise any procedural issues during meetings of Council.
- (6) The Registrar, as Secretary of Council, attends all meetings and keeps all

relevant records of Council.

- (7) Any official communication that relates to the business of Council may only be sent by the Secretary, after consultation with the Vice-Chancellor or the Chairperson of Council.
- (8) When members are responding to an electronic communiqué from the Secretary, they may not reply to all the members of Council on that email unless specifically requested to do so by the Secretary.
- (9) The Registrar may appoint an employee of the University to assist him or her in fulfilling his or her functions as Secretary of Council.

Meetings of Council

- 16. (1) Except if otherwise provided for in the Rules, all acts or matters authorised or required are done or decided by Council, and all matters that may come before it for consideration are done or decide by a majority of the members present at a meeting of Council, provided that the number of members present at such a meeting is not less than 50% plus one of the total number of members holding office on the date of that meeting and provided further that the majority of the members present are external members of Council.
- (2) If there is no quorum, the meeting is postponed and reconvened within seven days.
- (3) Should a quorum not be formed at the meeting contemplated in sub-rule (2), those present will constitute a quorum and conduct the business of the original agenda.
- (4) Decisions made under the circumstances described in sub-rules (2) and

- (3) are as valid as decisions made when a quorum is present.
- (5) The Council may, if necessary, take decisions by means of a round robin, provided that;
- (a) at least 75% of the members of Council in office at that time are in favour of such a decision.
 - (b) the majority of the 75% of the members who are in favour of the decision are external members of Council.
- (6) At least 14 days prior to the date of an ordinary meeting of Council, the Registrar gives written notice of such meeting to all members of Council, in which the matters to be dealt with at the meeting are listed, as well as the time and venue of such meeting, and to which a copy of the minutes of the previous meeting is attached.
- (7) Notice of any agenda item for consideration must be in writing and be lodged with the Registrar at least 21 days before the date of a meeting, provided that any matter of an urgent nature may, without prior notice, by consent of chairperson and a majority of the members present, be considered at such meeting.
- (8) A special meeting may be called by the chairperson, or in his or her absence, by the deputy chairperson, at any time, provided that the members are given at least seven days' notice of such meeting.
- (9) The Chairperson, or in his or her absence the Deputy Chairperson, may reduce the period of notice to 24 hours if circumstances so require, in which instance notice may be given in any manner convenient under the circumstances.

- (10) Notwithstanding the provisions of sub-rule (7) and (8), a special meeting must be called by the chairperson at the request, in writing, of at least five members, with the objective of such meeting clearly stated in the request, provided that at least seven days' notice of a special meeting is given.
- (11) No business other than that which a special meeting was called for may be transacted at such meeting.
- (12) Except as approved by a majority of members who hold office at the time of voting, any decision taken by Council may not be reviewed within six months of the date of such a decision.
- (13) A meeting commences with the reading and confirmation, by the signature of the chairperson, of the minutes of the preceding ordinary meeting and of the minutes of any special meetings of Council held in the interim.
- (14) The meeting may take the minutes as read if a copy of the minutes was sent to each member of the meeting in accordance with sub-rule (5).
- (15) Any objection to the minutes must be raised and dealt with before the minutes are confirmed.
- (16) A ruling of the chairperson on any point of order or procedure is binding, unless immediately challenged by a member of Council, in which event such ruling must be submitted without discussion to the meeting, and the decision of the meeting is final.
- (17) A member of Council may not, without leave of the meeting, speak more than once on a motion or any amendment thereof, but the proposer of any motion or amendment thereof has the right to reply.
- (18) A motion or amendment must be seconded and, if so directed by the

Chairperson, be in writing, and no motion or amendment may be withdrawn without the consent of the proposer, the seconder and the meeting.

- (19) All matters are resolved by a majority of votes of members present at a meeting, except where otherwise provided.
- (20) The chairperson has a deliberative vote, and, in the event of a tie of votes, a casting vote.
- (21) When a vote is taken, or when the chairperson so rules, voting is done by secret ballot.
- (22) If members present during a vote abstain from voting, their abstentions are noted as such and not as opposing votes.
- (23) If it is so decided by the meeting, the number of members voting for or against any motion is recorded and, at the request of any member, the chairperson must direct that the vote of such member be recorded in the minutes.
- (24) If a member of Council is unable to attend a meeting, his or her view on any matter on the agenda may be communicated to the meeting in writing, but it will not count as that member's vote on the matter.
- (25) A member may participate in the meeting through electronic means approved by the chairperson and such member shall be regarded as part of the meeting.
- (26) The Registrar keeps the minutes of each meeting of Council.
- (27) In the absence of the chairperson and the deputy chairperson of the Council, the members present elect one of the external members of

Council to preside at such meeting.

- (28) Council shall conduct an assessment of its performance at least once every year.

Conflict of interest

17. (1) No member of Council may participate in a discussion or vote on a matter in which he or she has a direct or indirect pecuniary or financial or other material interest.
- (2) Any person or a member of Council may inform the chairperson, in writing, before the meeting of a conflict or possible conflict of interest which such a member may have or be aware of.
- (3) A member referred to in sub-rule (2) is obliged to recuse himself or herself from the meeting during the discussion of the matter and the voting thereon.
- (4) A committee of Council with delegated powers in terms of section 68 of the Act may not take a decision on any matter considered by it if any member of the committee has a conflict of interest thereon.
- (5) A member of Council or of any committee of Council who contravenes this rule, after Council has followed due processes may be:
- (a) suspended from attending a meeting, or
 - (b) disqualified as a member of Council or a member of a committee of Council,
 - (c) if the member is an employee or a student, the University may further take disciplinary actions against such a member.
- (6) All members of Council, Council committees are required to make an annual declaration of interest in the declaration of interest register as

determined by Council.

- (7) The annual declaration of interest must be made to the Registrar by no later than end of March of every year or if it is a new interest, within 30 days the member becomes aware of such an interest.
- (8) A new member of Council or committee of Council is required to make a declaration of interest in the declaration of interest register before he or she assume office.
- (9) The declaration of interest contemplated in sub-rule (6) includes the member's financial interest, fiduciary roles, directorship of companies, membership of close corporations, trusteeship, financial interest and fiduciary roles of his or her relatives.
- (10) The Registrar shall submit the declaration of interest register or any other declaration in terms of these Rules to the Governance and Council Membership Committee for consideration.
- (11) The agendas of all meetings of Council shall include the declaration of interest item as a standing item of the agenda, inserted after the welcoming by the Chairperson.

COMMITTEES OF COUNCIL

Composition of committees of Council

- 18. (1) The functions and composition of committees of Council are determined in the terms of reference of such committees as approved by the Council.
- (2) A majority of the members of a committee of Council must be persons who are not employees or students of the University.
- (3) The term of office of members of a committee of Council corresponds with

their term of office of Council, or for such shorter term as they may be members of the Council.

- (4) A committee as contemplated in sub-rule (1) may invite persons who are not members of Council to attend meetings of the committee, provided that such persons may take part in discussions but may not vote.
- (5) The composition, functions and term of office of the members are determined by Council in the terms of reference of such a committee.
- (6) The chairperson of a committee may not be an employee or student of the University.
- (7) The Registrar is secretary to Council and the committees of Council and may participate in the meetings but may not vote.

Council Executive Committee

- 19. (1) The Council, at a meeting of Council, elects the Council Executive Committee.
- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee.
- (3) Notwithstanding the provision of sub-rule (2), the Council Executive Committee is composed of at least the following members:
 - (a) the chairperson of the Council;
 - (b) the deputy chairperson of the Council;
 - (c) the chairpersons of all Council committees;
 - (d) the Vice-Chancellor as an ex officio member; and
 - (e) the Registrar in his or her capacity as Secretary.

Audit and Risk Committee

- 20. (1) The Council, at a meeting of Council, elects the Audit and Risk

Committee.

- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee.
- (3) Notwithstanding the provision of sub-rule (2), the Audit and Risk Committee is composed of at least the following members:
 - (a) one external member of Council with expertise in financial matters, appointed by Council;
 - (b) two external members of Council, appointed by Council;
 - (c) independent experts, appointed by Council as determined in the terms of reference;
 - (d) one representative of the University Auditors, appointed by the University Auditors (non-voting member);
 - (e) the Vice-Chancellor as an ex officio member; and
 - (f) the Registrar in his or her capacity as Secretary.
- (4) The chairperson and deputy chairperson of Council may attend meetings of the Audit and Risk Committee, provided that they may take part in discussions but may not vote.

Planning and Resources Committee

- 21. (1) The Council, at a meeting of Council, elects a Planning and Resources Committee.
- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee.
- (3) Notwithstanding the provisions of sub-rule (2), the Planning and Resources Committee is composed of at least the following members:

- (a) one external member of Council with expertise in financial matters, appointed by Council;
 - (b) one external member of Council, appointed by Council;
 - (c) one member of Council preferably with expertise in building and construction and project management, appointed by Council;
 - (d) one internal member of the Council, appointed by Council;
 - (e) the Vice-Chancellor
 - (f) the Deputy Vice-Chancellor: Operations (non-voting member)
 - (g) the Registrar in his or her capacity as Secretary.
- (4) The chairperson and deputy chairperson of Council may attend meetings of the Planning and Resource Committee, provided that they may take part in discussions but may not vote.

Finance Committee

- 22.** (1) The Council, at a meeting of Council, elects the Finance Committee.
- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee.
- (3) Notwithstanding the provisions of sub-rule (2), the Finance Committee is composed of at least the following members:
- (a) one member of Council with expertise in financial matters, appointed by Council;
 - (b) one member of Council with expertise in banking appointed by Council;
 - (c) one independent expert, appointed by Council;
 - (d) two internal members of Council, appointed by Council;

- (e) the Vice-Chancellor;
 - (f) the Chief Financial Officer as a non-voting member;
 - (g) the Registrar in his or her capacity as the Secretary, and
 - (h) the chairperson of the Tender Committee of Council.
- (4) The chairperson and deputy chairperson of Council may attend meetings of the Finance Committee, provided that they may take part in discussions but may not vote.

Governance and Council Membership Committee

- 23.** (1) The Council, at a meeting of Council, elects a Governance and Council Membership Committee.
- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee.
- (3) Notwithstanding the provisions of sub-rule (2), the Governance and Council Membership Committee is composed at least of the following members:
- (a) the chairperson of Council as the chairperson of the Committee;
 - (b) the deputy chairperson of Council as the deputy chairperson of the committee;
 - (c) one external member of Council with expertise in law, appointed by Council;
 - (d) the Vice-Chancellor; and
 - (e) the Registrar in his or her capacity as Secretary.

Employment Conditions Committee

- 24.** (1) The Council, at a meeting of Council, elects the Employment Conditions

Committee.

- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee.
- (3) Notwithstanding the provisions of sub-rule (2), the Employment Conditions Committee is composed of at least the following members:
 - (a) four external members of Council, appointed by Council;
 - (b) two internal members of Council, appointed by Council;
 - (c) the Vice-Chancellor;
 - (d) the Executive Director: Human Resources and Transformation, as a non-voting member; and
 - (e) the Registrar in his or her capacity as the Secretary.
- (4) The chairperson and deputy chairperson of Council may attend meetings of the Employment Conditions Committee, provided that they may take part in discussions but may not vote.

Remuneration Committee

- 25** (1) The Council, at a meeting of Council, elects the Remuneration Committee.
- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee.
- (3) Notwithstanding the provisions of sub-rule (2), the Remunerations Committee is composed of at least the following members:
 - (a) the chairperson of Council
 - (b) the deputy chairperson of the Council as the deputy chairperson of the committee;

- (c) the Chairperson of the Finance Committee;
- (d) one external member of Council with expertise in remuneration and performance management, appointed by Council;
- (e) the Registrar in his or her capacity as Secretary; and
- (f) the Chairperson of the Employment Conditions Committee.

Honorary Awards Committee

- 26** (1) The Council, at a meeting of Council, elects the Honorary Awards Committee.
- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee and the Policy on Conferring Honorary Degrees.
- (3) Notwithstanding the provisions of sub-rule (2), the Honorary Awards Committee is composed of at least the following members:
- (a) the chairperson of Council as the chairperson of the committee;
 - (b) one internal member of Council who is a member of the Senate;
 - (c) one external member of Council;
 - (d) the Vice-Chancellor;
 - (e) one student who is a member of Council;
 - (f) the Deputy Vice-Chancellor: Teaching, Learning and Technology;
and
 - (g) two members of Senate, elected by Senate;
 - (h) the Registrar in his or her capacity as Secretary.
- (4) The committee may when necessary co-opt members with relevant expertise and such co-opted members may participate in the discussions

but may not vote.

- (5) The committee makes its recommendation for the conferment of an honorary degree first to Senate and thereafter to Council.

Tender Committee of Council

- 27** (1) The Council, establishes a Tender Committee as a sub-committee of the Finance Committee.
- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee.
- (3) Notwithstanding the provisions of sub-rule (2), the Tender Committee is composed of at least the following members:
- (a) three external members of Council appointed by Council, of which one of them is the representative of the Finance Committee;
 - (b) one independent expert appointed by Council;
 - (c) the Vice-Chancellor;
 - (d) the Chief Financial Officer;
 - (e) the Director of Expenditure (non-voting); and
 - (f) the Registrar in his or her capacity as Secretary.

Information and Communication Technology Governance Committee

- 28** (1) The Council, at a meeting of Council, elects the Information and Communication Technology Governance Committee.
- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee.
- (3) Notwithstanding the provisions of sub-rule (2), the Information and Communication Technology Governance Committee is comprised

of at least the following members:

- (a) one external member of Council with expertise in information communication technology matters, appointed by Council;
- (b) two external members Council, appointed by Council;
- (c) two independent experts, appointed by Council;
- (d) the Vice-Chancellor (ex-officio);
- (e) The Deputy Vice-Chancellor: Operations;
- (f) The Chief Financial Officer (non-voting member);
- (g) The Chief Information Officer (non-voting member);
- (h) The Director: Information and Communication Technology Services (non-voting member);
- (i) The Executive Dean: Information and Communication Technology (non-voting member); and
- (j) the Registrar in his or her capacity as Secretary.

Advancement Advisory Committee

- 29 (1) The Council, at a meeting of Council, elects the Advancement Advisory Committee.
- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee.
- (3) Notwithstanding the provisions of sub-rule (2), the Advancement Advisory Committee is comprised of at least the following members:
- (a) five external members, of which two will be seconded to the Council as donor representatives;
 - (b) four management representatives, namely:

- i. the Vice-Chancellor (ex-officio);
- ii. The Director: Advancement Office and Partnerships (non-voting member); and
- iii. Two senior managers appointed by the Executive Management Committee (non-voting members).

Residence Governance Committee

- 30 (1) The Council, at a meeting of Council, elects the Residence Governance Sub-Committee.
- (2) The composition, functions and term of office of the members are determined in the terms of reference of the committee.
- (3) Notwithstanding the provisions of sub-rule (2), the Residence Governance Committee is comprised of at least the following members:
- (a) the Deputy Vice-Chancellor: Student Affairs and Extra-Curricular Development as Chairperson;
 - (b) The Director: Accommodation, Residence Life and Catering (ARLC) as Deputy Chairperson;
 - (c) The Heads of Department (ARLC) for accommodation, catering and finance;
 - (d) The ARLC representatives of the operational functions;
 - (e) The residence representatives of the Institutional Support Representative Council (SARO); and
 - (f) The Student Support Service Officers of each campus SRC.

Election of chairpersons and deputy chairpersons of committees of Council

31. (1) (a) Unless provided otherwise, the chairperson and deputy chairperson of a committee of Council are elected by that committee at its meeting among the ranks of its external members for a period of two years, or for such shorter period as he or she may be a member of Council.
- (b) Notwithstanding the provisions of paragraph (a), the chairperson and deputy chairperson of Council are respectively the chairperson and deputy chairperson of the Executive Committee of Council.
- (2) Nominations for a chairperson and a deputy chairperson of a committee of Council must be submitted at a meeting of that committee.
- (3) If a vacancy occurs in the office of chairperson or deputy chairperson, the provisions of sub-rule (2) apply, with the necessary changes, to the filling of the vacancy in the office of chairperson or deputy chairperson.
- (4) The person elected in terms of sub-rule (3) will hold office for a period of two years, or for such shorter period as he or she may be a member of Council.
- (5) The Chairperson of a committee of Council must be elected from the members who are full members of Council.

Meetings of committees of Council

32. The provisions of rule 16 apply, with the necessary changes, to meetings of committees of Council.

JOINT COMMITTEES OF COUNCIL AND SENATE, AS WELL AS COUNCIL AND STUDENT SERVICES COUNCIL

Functions and composition of joint committees of Council and Senate, as well as Council and Student Services Council

- 33.** (1) The functions and composition of joint committees of Council and the Senate, as well as that of joint committees of Council and the Student Services Council, are determined by Council.
- (2) Notwithstanding sub-rule (1), a joint committee of Council and the Senate, as well as a joint committee of Council and the Student Services Council, is composed of at least the following members:
- (a) the chairperson or deputy chairperson of Council;
 - (b) two external members of Council, as elected by Council; and,
 - (c) in respect of a joint committee of Council and the Senate, three members of the Senate who are neither students nor members of Council, as elected by the Senate, and, in respect of a joint committee of Council and the Student Services Council, three members of the Student Services Council who are not members of Council, as elected by the Student Services Council.
- (3) The provisions of rule 18(2) apply, with the necessary changes, to the number of members of the joint committee who are neither employees nor students.
- (4) The provisions of rule 18(3) apply, with the necessary changes, to the term of office of members of joint committees of Council and the Senate, as well as to the term of office of members of joint committees of Council and the Student Services Council.

- (5) The provisions of rule 18(4) and (5) apply, with the necessary changes, to the attendance of non-members of meetings of joint committees of Council and the Senate, as well as the attendance of non-members of meetings of joint committees of Council and the Student Services Council.

Election of chairpersons and deputy chairpersons of joint committees of Council

34. (1) Whenever it is necessary, a joint committee of Council and the Senate, and a joint committee of Council and the Student Services Council elects, from among its members, a chairperson and deputy chairperson, each of whom will hold office for a period of two years, or for such shorter period as he or she may be a member of Council, Senate or Student Services Council.
- (2) The chairperson and deputy chairperson of a joint committee of Council and Senate, as well as the chairperson and deputy chairperson of a joint committee of Council and the Student Services Council, may neither be an employee nor a student of the University.
- (3) The provisions of rule 31(2), as well as rule 14(2), (4) (5), (6), (7), (8), (11) and (12) apply, with the necessary changes, to the election of a chairperson and deputy chairperson of a joint committee of Council.
- (4) The provisions of rule 31(4) and (5) apply, with the necessary changes, to the filling of a vacancy in the office of chairperson or deputy chairperson of a joint committee of Council and Senate, as well as to the filling of a vacancy in the office of chairperson or deputy chairperson of a joint

committee of Council and Student Services Council.

Meetings of joint committees of Council

35. The provisions of rule 16 apply, with the necessary changes, to the meetings of joint committees of Council and Senate, as well as to the meetings of joint committees of Council and Student Services Council.

SENATE

Chairperson, Deputy Chairperson and Secretary to Senate

36. (1) The Vice-Chancellor is the chairperson of the Senate and holds office for as long as he or she holds the office of Vice-Chancellor.
- (2) The deputy chairperson of the Senate is the deputy vice-chancellor designated by the Senate as such.
- (3) The Registrar is the Secretary to the Senate.

Election of members of Council to Senate

37. (1) Whenever it is necessary for Council to elect members to the Senate, such members are elected at a meeting of Council.
- (2) The provisions of rule 4(2) and (3) apply, with the necessary changes, to the election of members of Council to the Senate.

Election of members of the ISRC and CSRC to Senate

38. (1) Whenever it is necessary for the Institutional Student Representative Council (ISRC) and the Campus Student Representative Council (CSRC) to elect members to serve in Senate, the Registrar invites both the ISRC and the CSRC by written notice posted at least 30 days before the date of the first meeting of the Senate any given year, or within 14 days if a vacancy occurs for any reason other than the expiry of the term of office of

the incumbent, to elect members to serve on Senate.

- (2) The ISRC elects two of its members at a meeting to serve as member of Senate.
- (3) The CSRC from each learning site, elects one of its members at a meeting to serve as member of Senate.
- (4) The provisions of rule 7(3) and (4) apply, with the necessary changes, to an election referred to in rule 38(2) and 38(3).
- (5) The term of office of members elected in terms of this rule is one year, provided that membership automatically lapses if the member ceases to be a student.

Election of non-professorial academic employees to Senate

- 39. (1) Whenever it is necessary for the non-professorial academic employees to elect members to serve on the Senate, the Registrar notifies the chairperson of the Faculty Board of that faculty of the expiry of the term of office or vacancy.
- (2) At a meeting of the Faculty Board, two academic employees who are not professors or associate professors are elected to serve on the Senate.
- (3) The chairperson of the Faculty Board submits the name or names of the member or members who have been elected to serve on the Senate to the Registrar, in writing, on or before a date determined by the Registrar.
- (4) After the name or names contemplated in rule 39(3) had been received by the Registrar, the Registrar invites the persons so

elected to attend the forthcoming meeting of the Senate and informs the Senate of such names at the beginning of the meeting.

- (5) A member elected in terms of this rule holds office for a period of two years.

Election of heads of academic departments to Senate

- 40. (1) Whenever it is necessary to elect heads of academic departments to serve on the Senate, the Registrar notifies the chairperson of the executive committee of that Faculty Board of the expiry of the term of office or vacancy.
- (2) At a meeting of the executive committee of the Faculty Board, two heads of academic departments are elected to serve on the Senate.
- (3) The chairperson of the executive committee of the Faculty Board submits the name or names of the member or members who have been elected to serve on the Senate to the Registrar, in writing, on or before a date determined by the Registrar.
- (4) After the name or names contemplated in rule 40(3) had been received by the Registrar, the Registrar invites the persons so elected to attend the forthcoming meeting of the Senate and informs the Senate of such names at the beginning of the meeting.
- (5) A member elected in terms of this rule holds office for a period of two years.

Election of a member of Convocation to Senate

- 41 (1) Whenever it becomes necessary for Convocation to elect a member to the Senate, the Registrar shall provide notice for the election, posted at

least in two national newspapers and the University website for the election of one member of Convocation to the Senate, which may be conducted online or by electronic means

- (2) The notice shall specify the procedures to be followed by members of Convocation concerning the nomination of candidates and the election process.
- (3) The Registrar may make use an external election service provider appointed in accordance with the University procurement processes, to assist with the election
- (4) If only one qualifying candidate is nominated, the Registrar declares such candidate to be duly elected.
- (5) If more than one qualifying candidates are nominated, the Registrar conducts election through secret ballot.
- (6) The Registrar informs the members of the Convocation of the outcome of the election and invites the duly elected member to the meeting of the Senate.
- (7) The member elected by Convocation in terms of this rule may not be employees or students of the University.
- (8) The term of office of a member elected in terms of this rule is two years.

Election of non-academic employees to Senate

- 42.** (1) Whenever it is necessary for non-academic employees to elect members to serve on the Senate, the Registrar invites the non-academic employees, by written notice, posted at least 60 days before the term of office of the incumbent expires, or within 14 days after a vacancy occurs

for any reason other than the expiry of the term of office to nominate, in writing, candidates for election.

- (2) Nominations must be lodged with the Registrar on a date determined by him or her.
- (3) Each nomination must be signed by at least four non-academic employees and countersigned by the nominee to denote his or her acceptance of the nomination and a statement by him or her, not exceeding two hundred words, summarising his or her curriculum vitae and candidacy.
- (4) If only two qualifying candidates are nominated, the Registrar declares such candidates to be duly elected.
- (5) If more than two qualifying candidates are nominated, the Registrar conducts the election by secret ballot.
- (6) (7) (8) Each non-academic employee is entitled to one vote.
- (9) A ballot paper is spoilt and invalid if -
 - (a) more than the required number of candidates are marked; or
 - (b) it is defaced in any way; or
 - (c) it does not clearly indicate the candidate in whose favour the vote has been cast; or
 - (d) it reaches the Registrar after the closing date.
- (10) The Registrar is the chief electoral officer and is assisted by one or more voting officers appointed by him or her.
- (11) Counting of the votes shall be conducted within five days after the date of

the return of ballot papers at a venue designated by the Registrar.

- (12) A candidate who is not satisfied with the outcome of the election may lodge an objection with the Registrar within three days of the date of the publication of the results.
- (13) The Registrar shall respond in writing to the objection within three days and if the candidate is still not satisfied with the decision of the Registrar, the candidate may lodge an appeal to the Executive Management Committee (EMC) within three days after receiving the decision of the Registrar.
- (14) The EMC shall establish a committee of three members of the EMC excluding the Registrar, to consider the appeal and the decision of the EMC sub-committee shall be final.
- (15) The Registrar invites the elected candidate(s) to the next meeting of Senate and at the first meeting of the Senate following an election contemplated in this rule, the Registrar presents to Senate the name(s) of the elected candidates.
- (16) A member elected in terms of this rule holds office for a period of two years.
- (17) The election may be conducted online or by electronic means.

Meetings of Senate

- 43.** The provisions of rule 16 apply, with the necessary changes, to meetings of the Senate.

COMMITTEES OF SENATE

Functions and composition of committees of Senate

- 44.** The functions and composition of committees of the Senate are determined by the Senate in that committee's terms of reference.

Election of chairpersons and deputy chairpersons of committees of the Senate

- 45.** (1) The chairperson and deputy chairperson are elected in accordance with the terms of reference of that committee from members who are academic employees.
- (2) In cases where the terms of reference are not yet in place, the Senate may designate a chairperson from the members of that committee.

Elections of students to the Faculty Board

- 46.** (1) Whenever it is necessary to elect students to serve on the Faculty Board, the Registrar notifies the Students Faculty Council of that faculty of the expiry of the term of office or vacancy.
- (2) At a meeting of the Students Faculty Council, two students are elected to serve on the Faculty Board, one of whom must be the chairperson of the Students Faculty Council.
- (3) The chairperson of the Students Faculty Council submits the names of the students who have been elected to the Registrar, in writing, on or before a date determined by the Registrar.
- (4) After the names contemplated in rule 46(3) have been received, the Registrar informs the Faculty Board of such names and invites the elected candidates to attend the next meeting of the Faculty Board.

Election of Postgraduate students to the Faculty Board

- 47** (1) Whenever it is necessary for postgraduate students to elect members to

serve on the Faculty Board, the Executive Dean of that faculty invites members of the Faculty Postgraduate Forum to elect two members to serve on the Faculty Board.

- (2) A member elected in terms of this rule holds office for a period of one academic year.

Executive Committee of the Faculty Board

- 48. (1) The executive committee of the Faculty Board serves as a management committee of the Faculty Board.
- (2) Any matter dealt with by the executive committee of the Faculty Board must be referred to the Faculty Board for ratification.
- (3) The executive committee of the Faculty Board is composed of at least:
 - (a) Executive Dean
 - (b) Assistant Dean, in the case of a faculty with an Assistant Dean
 - (c) Heads of Departments
 - (d) Chairperson of the Faculty Research Committee
 - (e) Faculty Administrator
 - (f) Assistant Registrar designated by the Registrar
 - (g) Any other person co-opted by the executive committee of the Faculty Board

Meetings of committees of Senate

- 49. The provisions of rule 16 apply, with the necessary changes, to the meetings of committees of the Faculty Board.

STUDENT SERVICES COUNCIL

Election of a member of Council to Student Services Council

50. (1) Whenever it is necessary for Council to elect a member to the Students Services Council, such members are elected at a meeting of the Council.
- (2) The provisions of rule 4(2) and (3) apply, with the necessary changes, to the election of a representative of Council on the Students Services Council.
- (3) The term of office of a member elected in terms of this rule is two years.

Election of members of Senate to Student Services Council

51. (1) Whenever it is necessary for Senate to elect representatives to the Student Services Council, such representatives are elected at a meeting of the Senate.
- (2) The provisions of rule 4(2), (3) and (4) apply, with the necessary changes, to the election of representatives of the Senate to the Student Services Council.
- (3) The term of office of a member elected in terms of this rule is two years.

Election of SRC members to the Student Services Council

52. (1) Whenever it is necessary for the Institutional Student Representative Council (ISRC) and the Campus Student Representative Council (CSRC) to elect members to serve on the Student Services Council, the Registrar invites both the ISRC and the CSRC, by written notice posted at least 30 days before the date of the first meeting, of the Student Services Council in any given year, or within 14 days if a vacancy occurs for any reason other than the expiry of the term of office of the incumbent, to elect members to serve on the Student Services Council.
- (2) The CSRC from each learning site, elects two of its members at a meeting

to serve on the Student Services Council and the ISRC elects two members among its members to serve on the Student Services Council.

- (3) The provisions of rule 7(3) and (4) apply, with the necessary changes, to an election referred to in rule 52(2).
- (4) The term of office of members elected in terms of this rule is one year, provided that membership automatically lapses if the member ceases to be a student.

Designation by the Head student affairs and extracurricular development of employees from campuses

- 53.** (1) Whenever it is necessary for the Head student affairs and extracurricular development to designate an employee from each campus to represent the student affairs and extracurricular environment, the Registrar notifies the relevant deputy vice-chancellor accordingly, by written notice.
- (2) The relevant Head appoints one employee from each of the six campuses to serve as a member of the Student Services Council and submits the names in writing to the Registrar.
 - (3) At the first meeting of the Student Services Council, following the designation of such employees, the Registrar informs the Student Services Council of the names of the employees so designated.
 - (4) The designated employee shall serve as a member of the Student Services Council as long as such an employee still occupies his or her substantive positions or until replaced by the relevant deputy vice-chancellor.

Chairperson and deputy chairperson of Student Services Council

- 54.** (1) The Vice-Chancellor is the chairperson of the Student Services Council.
- (2) The Head of the Student Affairs and Extracurricular Development is the deputy chairperson of the Student Services Council.
- (3) The Registrar is the Secretary of the Student Services Council.

Meetings of Student Services Council

- 55.** The provision of rule 16 as well as the applicable terms of reference apply, with the necessary changes, to meetings of the Student Services Council.

COMMITTEES OF STUDENT SERVICES COUNCIL

Functions and composition of committees of Student Services Council

- 56.** (1) The functions and composition of committees of the Student Services Council are determined by the Student Services Council in its terms of reference.
- (2) Notwithstanding the provisions of rule 56(1), the executive committee of the Student Services Council is composed of at least the following members:
- (a) Chairperson
 - (b) Deputy Chairperson
 - (c) Registrar
 - (d) Two students who are members of the Student Services Council elected by students who are members of the Student Services Council.

Election of chairperson and deputy chairperson of Student Services Council Committees

57. (1) Whenever it is necessary, a committee of the Student Services Council elects, at a meeting of that committee, from among its members, a chairperson and deputy chairperson, each of whom will hold office for a period of two years, or for such shorter period as he or she may be a member of that committee.
- (2) The chairperson and deputy chairperson may not be students.
- (3) The provisions of rule 31(2), as well as rule 14(2), (4) (5), (6), (7), (8), (11) and (12) apply, with the necessary changes, to the election of a chairperson and deputy chairperson of a committee of the Student Services Council.
- (4) The provisions of rule 57(2), rule 31(4) and (5), with the necessary changes, apply to the filling of a vacancy in the office of chairperson or deputy chairperson.

Meetings of committees of Student Services Council

58. The provisions of rule 16 apply, with the necessary changes, to meetings of committees of the Student Services Council.

INSTITUTIONAL FORUM

Designation by the Executive Management Committee of representatives of management to the Institutional Forum

59. (1) Whenever it is necessary for the Executive Management Committee to appoint representatives of management to serve as members of the Institutional Forum, the Registrar notifies the Vice-Chancellor accordingly, by written notice posted not later than 30 days after the incumbent vacates his or her office.

- (2) The Executive Management Committee at its meeting appoints two management representatives to serve on the Institutional Forum.
- (3) The Vice-Chancellor submits to the Registrar, in writing, the names of representatives of management appointed to serve on the Institutional Forum.
- (4) At the first meeting of the Institutional Forum, following the designation of representatives of management to the Institutional Forum, the Registrar informs the Institutional Forum of the names of the representatives so designated.
- (5) The term of office of a member designated in terms of this rule is three years.
- (6) The Executive Management Committee may appoint any staff member from the position of a director and above to be a representative of management at the Institutional Forum.

Election of members of Council to Institutional Forum

- 60. (1) Whenever it is necessary for Council to elect members to the Institutional Forum, such members are elected at a meeting of Council.
- (2) The provisions of rule 4(2) and (3) apply, with the necessary changes, to the election of members of Council to the Institutional Forum.
- (3) The term of office of a member elected in terms of this rule is three years.

Election of members of Senate to Institutional Forum

- 61. (1) Whenever it is necessary for the Senate to elect members to the Institutional Forum, such members are elected at a meeting of the Senate.

- (2) The provisions of rule 4(2), (3), and (4) apply, with the necessary changes, to the election of members of the Senate to the Institutional Forum.
- (3) The term of office of a member elected in terms of this rule is three years.

Election of academic employees to Institutional Forum

- 62.** (1) Whenever it is necessary for academic employees to elect representatives to the Institutional Forum, the Registrar invites academic employees, by written notice posted at least 60 days before the term of office of the incumbents expire, or within 14 days after a vacancy occurs for any reason other than the expiry of the incumbent's term of office, to nominate candidates, in writing, to be elected members of the Institutional Forum.
- (2) The provisions of rule 42 (2), (3), (4), (5), (6), (7), (8), (9), (10), (11),(12), (13), (14), (15) and (17) apply, with the necessary changes, to the election of representatives of academic employees to the Institutional Forum.
 - (3) Academic employees are entitled to elect one representative for each learning site.
 - (4) The term of office of a member elected in terms of this rule is three years.
 - (5) The election may be conducted online or by electronic means.

Election of non-academic employees to the Institutional Forum

- 63.** (1) Whenever it is necessary for non-academic employees to elect representatives to the Institutional Forum, the Registrar invites non-academic employees, by written notice posted at least 60 days before

the terms of office of the incumbents expire, or within 14 days after a vacancy occurs for any reason other than the expiry of the incumbent's term of office, to nominate candidates, in writing, to be elected members of the Institutional Forum.

- (2) The provisions of rule 5(2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12), (13) and (14) apply, with the necessary changes, to the election of representatives of non-academic employees to the Institutional Forum.
- (3) Non-academic employees are entitled to elect one representative for each learning site.
- (4) The term of office of a member elected in terms of this rule is three years.
- (5) The election may be conducted online or by electronic means.

Election of students to Institutional Forum

- 64.** (1) Whenever it is necessary for the Student Representative Council to elect representatives to the Institutional Forum, the Registrar invites the Central Student Representative Council, by written notice posted at least 30 days before the date of the first meeting of the Institutional Forum in any given year, or within 14 days after a vacancy occurs for any reason other than the expiry of the incumbent's term of office, to elect representatives to the Institutional Forum.
- (2) The Central Student Representative Council elects two of its members at one of its meetings to be members of the Institutional Forum.
 - (3) The provisions of rule 7(3) and (4) apply, with the necessary changes, to the confirmation of the elected representatives and declaration of election by the Registrar.

- (4) The term of office of a member elected in terms of this rule is one year.

Election of members of Convocation to Institutional Forum

- 65.** (1) Whenever it becomes necessary for Convocation to elect members to the Institutional Forum, the Registrar shall provide notice for the election, posted at least in two national newspapers and the University website for the election of two members of Convocation to the Institutional Forum, which may be conducted online or by electronic means.
- (2) The provisions of rule 5(2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12), (13) and (14) apply, with the necessary changes, to the election of representatives of Convocation to the Institutional Forum.
- (3) If only two qualifying candidates are nominated, the Registrar declares such candidates to be duly elected.
- (4) If more than two qualifying candidates are nominated, the Registrar conducts election through secret ballot.
- (5) The Registrar informs the members of the Institutional Forum of the outcome of the election and invites the duly elected members to the first meeting of the Institutional Forum after their election to the Institutional Forum.
- (6) The members elected by Convocation may not be employees or students of the University.
- (7) The term of office of a member elected in terms of this rule is three years.

Designation of representatives of labour unions to the Institutional

Forum

- 66.** (1) Whenever it is necessary for each of the recognised labour unions to appoint two representatives on the Institutional Forum, the Registrar invites each of the recognised labour unions, recognised in the Bargaining Forum, by written notice posted at least 60 days before the term of office of the incumbent expires, or within 14 days if the vacancy occurs for any reason other than the expiry of the term of office of the incumbent, to designate two representatives to serve on the Institutional Forum.
- (2) The election of representatives of the labour union, as contemplated in rule 66 (1), is conducted in terms of the constitution of such labour union.
- (3) The secretary of the labour union submits the names of the two elected members to the Registrar, in writing, on or before a date determined by the Registrar.
- (4) The Registrar invites the elected candidates to attend the next meeting of the Institutional Forum and at the first meeting of the Institutional Forum following the election of the representative of the labour union, as contemplated in rule 66(1), the Registrar informs the Institutional Forum of the representatives so elected.
- (5) The term of office of a member elected in terms of this rule is three years.

Election of members of the Student Services Council to the Institutional Forum

- 67.** (1) Whenever it is necessary for the Student Services Council to elect members to the Institutional Forum, such members are elected at a meeting of the Student Services Council.

- (2) The provisions of rule 4(2) and (3) apply, with the necessary changes, to the election of members of the Student Services Council to the Institutional Forum.
- (3) The elected members may not be students of the University.
- (4) The term of office of a member elected in terms of this rule is three years.

Election of chairperson and deputy chairperson of Institutional Forum

- 68.** (1) Whenever it is necessary, the Institutional Forum elects, at a meeting of the Institutional Forum, from among its members, a chairperson and deputy chairperson, each of whom will hold office for a period of two years, or for such shorter period as he or she may be a member of the Institutional Forum.
- (2) The chairperson and deputy chairperson may not be re-elected for more than two terms.
 - (3) The chairperson or deputy chairperson may not be students.
 - (4) The provisions of rules 31(2) and 14(2), (4) (5), (6), (7), (8), and (12) apply, with the necessary changes, to the election of a chairperson and deputy chairperson of the Institutional Forum.
 - (5) The provisions of sub-rule (1), rules 31(2) and 14 (2), (4) (5), (6), (7), (8), and (12) apply, with the necessary changes, to the filling of a vacancy in the office of chairperson or deputy chairperson.

Meetings of Institutional Forum

- 69.** The provisions of rule 16 as well as the terms of reference apply, with the necessary changes, to meetings of the Institutional Forum.

COMMITTEES OF INSTITUTIONAL FORUM

Functions and composition of committees of Institutional Forum

- 70.** (1) The functions and composition of committees of the Institutional Forum are determined in the terms of reference of such committees.
- (2) Notwithstanding sub-rule (1), the executive committee of the Institutional Forum is composed of at least the following members:
- (a) the chairperson and deputy chairperson of the Institutional Forum
 - (b) one of the representatives of management
 - (c) one of the representatives of students
 - (d) one representative from each of the recognised labour union, designated by the unions
- (3) The provisions of rule 18(3) apply, with the necessary changes, to the term of office of members of committees of the Institutional Forum.
- (4) The provisions of rule 18(4) and (5) apply, with the necessary changes, to the attendance of meetings by non-members and their term of office.

Election of chairpersons and deputy chairpersons of committees of the Institutional Forum

- 71.** (1) Whenever it is necessary, a committee of the Institutional Forum elects, at a meeting of that committee, from among its members, a chairperson and a deputy chairperson, each of whom will hold office for a period of two years, or such a shorter period as he or she may be a member of that committee.
- (2) The chairperson and deputy chairperson may not be students of the University.

- (3) The provisions of rule 31(2), as well as rule 14(2), (4) (5), (6), (7),(8), (11) and (12) apply, with the necessary changes, to the election of a chairperson and deputy chairperson of a committee of the Institutional Forum.
- (4) The provisions of sub-rule (2), rules 31(2) and 14(2), (4) (5), (6), (7), (8) and (12) apply, with the necessary changes, to the filling of a vacancy in the office of chairperson or deputy chairperson.

Meetings of committees of Institutional Forum

- 72. The provisions of rule 16 apply, with the necessary changes, to meetings of committees of the Institutional Forum.

CONVOCATION

Election of president, deputy president and treasury of Convocation

- 73. (1) Whenever it is necessary, the Convocation elects, from among its members, a president, deputy president and a treasurer who will hold office for a period of three years, or for such shorter period as he or she may be a member of Convocation.
- (2) The election may be conducted online or by electronic means.
- (3) The Registrar shall issue a notice, which shall specify the procedures to be followed by members of Convocation concerning the nomination of candidates and the election process.
- (3) Each nomination must be seconded by at least two members of the Convocation and accepted by the nominee.
- (4) If more than one candidate is nominated voting is done by secret ballot and no proxy is allowed.

- (5) A candidate who receives the highest number of votes is declared elected as the president of Convocation.
- (6) If a vacancy occurs in the office of president of Convocation, the provisions of sub-rules (1), (2), (3), (4), and (5) apply to the filling of such vacancy.
- (7) The person elected in terms of sub-rule (6) will hold office for a period of three years or such shorter period as he or she may be a member of the Convocation.
- (8) The president is eligible for re-election but may not hold office for more than two terms.
- (9) The president is, by virtue of his or her office, the chairperson of the Convocation.
- (10) The provisions of sub-rules (1), (2), (3), (4) (5), (6), (7), and (8) apply, with the necessary changes, to the election of a deputy-president and a treasurer of the Convocation.
- (11) The president, deputy president and treasurer of Convocation may not be elected from employees or students of the University.

Executive Committee of Convocation

- (12) The executive committee of the Convocation consists of the president, deputy president and treasurer elected by the Convocation, the vice-chancellor as an ex officio member and the Registrar as secretary.

Meetings of Convocation

- 74.** (1) Unless stated otherwise, the provisions of rule 16 apply, with the

necessary changes, to meetings of the Convocation.

- (2) The chairperson may order that any person who fails to comply with his or her ruling or who causes disruptions at the meeting be removed from the meeting.

GENERAL MATTERS

Meetings

- 75. (1) A special meeting of any governance structure or committee must deal with the business, and only the business, of which notice has been given.
- (2) Where a meeting of Council, Senate, Institutional Forum, Student Services Council or Convocation is called in the manner the Statute requires, and there is no quorum, the chairperson may adjourn the meeting to a date within fourteen days and require the Registrar to give notice of at least seven days of the time and venue of the adjourned meeting to all members of the body concerned and if this is done the members present at the start of the adjourned meeting constitute a quorum despite any provision to the contrary.

Members in governance structures

- 76 Members appointed by a body or constituency to serve in governance structures or of its subcommittees, participate in the activities and decisions of the governance structure or its subcommittees as individual experts in their individual capacity and not in terms of any mandate from their constituencies.

Chairperson, deputy chairperson's term office

- 77.** (1) A chairperson or deputy chairperson or any office bearer of a committee whose term of office as a member of that Committee expires before the term of office as a chairperson or deputy chairperson or an office bearer expires, automatically forfeit his position as chairperson or deputy chairperson or an office bearer when his term of office as a member of the committee expires.
- (2) The chairperson of a committee of Council is elected by such a committee among the members of the said committee who are full members of Council.
- (3) The chairperson of a Committee of Council may be re-elected for another term of office but may not serve for more than two terms of office.

Vacancies

- 78.** Unless stated otherwise, a person who is elected to fill a vacancy left by a predecessor before the expiry of the term of office shall only serve the remainder of the term of office of his predecessor and in such circumstances the remainder of the term of office served shall not count as a full term of office against the said person.

Quorum of meetings

- 79.** In the event where the determination of a quorum of a committee leads to a decimal number, such decimal number shall be rounded down to the nearest whole number in order to arrive at a number for a quorum of that meeting.

Institutional policies

- 80.** All the University policies approved by Council and the Rules contained in the University Prospectus are hereby incorporated as part of these Rules with the

same force and effect.

Elections and Meetings

- 81. Elections and meetings contemplated in the Rules may, where necessary, be conducted online or by electronic means
- 82. The Registrar may make use an external election service provider appointed in accordance with the University procurement processes, to assist with the election

Amendment of the Rules

- 83. Council may, when necessary, amend the Rules and any amendment will only become affective after approval by Council, after consultation with the relevant University structures, where applicable.

Operation of the Rules

- 84. These Rules shall come into operation after approval by Council and shall replace Part 1 of the Rules that were approved by Council on 24 November 2023.

Signature by Chairperson of Council

NAME AND SURNAME: Mr I Ka-Mbonane

SIGNATURE:



DATE: 21 November 2025