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## GOVERNMENT NOTICE

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### DEPARTMENT OF EDUCATION

No. 929

8 October 2007

### NELSON MANDELA METROPOLITAN UNIVERSITY

#### STATUTE

The council of Nelson Mandela Metropolitan University has made 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

To introduce a Statute for the Nelson Mandela Metropolitan University to give effect to the Higher Education Act, 1997 (Act 101 of 1997), as amended, and to promote the effective governance and management of the University in respect of matters not expressly prescribed by the said Act.

#### PREAMBLE

WHEREAS the Nelson Mandela Metropolitan University has come into being through the incorporation of the Port Elizabeth Campus of the Vista University into the University of Port Elizabeth and the subsequent merger of the University of Port Elizabeth and the Port Elizabeth Technikon by notices issued in this regard by the Minister of Education in terms of Sections 24 and 23(1), respectively, of the Higher Education Act, 1997 (Act 101 of 1997), as amended;

and

WHEREAS it is desirable for the Nelson Mandela Metropolitan University to be a values-driven, engaged and people-centred public higher education

institution that serves the needs of its diverse communities by contributing to sustainable development through excellent academic programmes, research and service delivery;

and

WHEREAS it is necessary to provide for the regulation of the Nelson Mandela Metropolitan University in compliance with the provisions of the Higher Education Act, 1997 (Act 101 of 1997), as amended,

THEREFORE the council of the Nelson Mandela Metropolitan University has made this Statute to ensure the effective governance and management of the University in respect of those matters not expressly prescribed by the said Act in order to achieve its goals and values.

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## DEFINITIONS

### Definitions

1. In this Statute, unless the context otherwise indicates –

**“academic employee”** means any person appointed to teach or to do research at the University on such conditions as determined by the council and any other employee designated as such by the council;

**“Act”** means the Higher Education Act, 1997 (Act 101 of 1997), as amended;

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

**“alumni association”** means the body contemplated in paragraph 64;

**“approval”** means the power to make a final decision on a matter in terms of statutory powers or delegated authority, however does not exclude ratification of such decision by the body or person who delegated the power of approval;

**“campus principal”** means a campus principal contemplated in paragraph 95;

**“chancellor”** means the titular head of the University;

**“convocation”** means the body contemplated in paragraph 55;

**“council”** means the governing body of the University;

**“delegation document”** means the document on the delegation of decision-making authority, providing for the final decision-making powers in respect of governance and management matters, primarily at institutional level;

**“director of school”** means a director of a school in a faculty contemplated in paragraph 22(1)(g);

**“deputy vice-chancellor”** means a deputy vice-chancellor contemplated in paragraph 86;

**“employee”** means any person employed at the University;

**“employer”** means the council of the University;

**“Employment Equity Act”** means the Employment Equity Act, 1998 (Act 55 of 1998);

**“executive dean”** means an executive dean of a faculty contemplated in paragraph 92;

**“executive director”** means an executive director contemplated in paragraph 89;

**“executive management committee”** means the executive management structure of the University composed as contemplated in paragraph 71;

**“faculty board”** means a faculty board contemplated in paragraph 30 and includes the academic board at the George campus;

**“head of academic department”** means a head of an academic department in a faculty contemplated in paragraph 22(1)(g);

the **“head of organisational transformation and equity”** means the head of organisational transformation and equity contemplated in paragraph 89;

**“institutional forum”** means the body composed as contemplated in paragraph 33;

**“management”** means, for the purpose of section 31(2)(a) of the Act and for such other purposes as determined by the council, the members of the executive management committee contemplated in paragraph 71, the executive deans of faculty contemplated in paragraph 92, the campus principal or campus principals contemplated in paragraph 95, the senior directors of organisational units contemplated in paragraph 97 and such other management positions as determined by the council;

**“Minister”** means the Minister of Education;

**“on recommendation of”** means that a body or person can deal with a specific matter only after the input from the relevant body or person, however it is not bound by recommendations arising from such input;

**“professor”** means, for the purpose of paragraph 22(1)(l), an academic employee who has been given the title of professor by the University, but does not include an emeritus, associate, honorary, visiting or adjunct professor;

**“qualifications”** means the degrees, diplomas and certificates offered and conferred by the University as contemplated in paragraph 109(1);

**“ratification”** means to confirm a decision which has been made in terms of a delegated authority;

**“registrar”** means the registrar contemplated in paragraph 89;

**“representative employees’ organisation”** means an organisation which consists of employees, excluding members of the senior management of the University, formally associated together and organised in a staff association or trade union for the purpose of regulating relations between themselves and the University and which is recognised by the council on such conditions as have been negotiated between the council and the employee organisation, and which has been reduced to writing in the collective or recognition agreement;

**“Rules”** means the institutional rules made by the council in terms of section 32(1)(b) of the Act;

**“rules of the council”** means the rules in terms of which the council conducts its activities;

**“seat of the University”** means the physical location of the University as contemplated in paragraph 2(3);

**“senate”** means the body responsible for the academic matters of the University composed as contemplated in paragraph 22;

**“senior director”** means a senior director of an organisational unit contemplated in paragraph 97;

**“senior management”** means, for the purpose of section 31(1)(a)(iii) of the Act and for such other purposes as determined by the council, the members of the executive management committee contemplated in paragraph 71, the executive deans of faculty contemplated in paragraph 92, the campus principal or campus principals contemplated in paragraph 95 and the senior directors of organisational units contemplated in paragraph 97;

**“Standard Institutional Statute”** means the Standard Institutional Statute made by the Minister in terms of section 33(3) of the Act;

**“student”** means a person registered for a qualification at the University;

**“students’ representative council”** means the students’ governing body composed as contemplated in paragraph 41;

**“student support services council”** means the structure contemplated in paragraph 50;

**“University”** means the Nelson Mandela Metropolitan University;

**“vice-chancellor”** means the vice-chancellor and chief executive officer of the University contemplated in paragraph 80;

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

**“working day”** means a day on which an employee is obliged to be on duty at his or her place of work.

## UNIVERSITY

### Name, status and seat

2. (1) The name of the University is the Nelson Mandela Metropolitan University.
- (2) The University is a juristic person and, subject to the Act, is capable of performing such acts as juristic persons may perform.
- (3) Port Elizabeth is the seat of the University.
- (4) The activities of the University are principally administered at its seat and its satellite campus in George.

### Constitution

3. (1) The University consists of –
  - (a) the chancellor;
  - (b) the council;
  - (c) the senate;
  - (d) the vice-chancellor;
  - (e) one or more deputy vice-chancellors as determined by the council;
  - (f) one or more executive directors as determined by the council;
  - (g) the registrar;
  - (h) the head of organisational transformation and equity;
  - (i) the executive deans of faculty;
  - (j) one or more campus principals as determined by the council;
  - (k) one or more senior directors of organisational units as determined by the council;
  - (l) the students' representative council;
  - (m) the institutional forum;
  - (n) the convocation of the University;
  - (o) the alumni association of the University;
  - (p) the student support services council;
  - (q) the faculties, schools, departments and such other academic structures of the University as may be determined by the council;
  - (r) the academic employees of the University;

- (s) the employees, other than academic employees, of the University;
  - (t) the students of the University; and
  - (u) such other bodies, structures and offices as may be established by the council.
- (2) No vacancy in any of the offices contemplated in subparagraph (1) nor any deficiency in the numbers or defect in the composition of the bodies or structures contemplated in subparagraph (1) impairs or affects the existence of the University as a juristic person or any function conferred by the Act or this Statute upon the University.

## **GOVERNANCE AND MANAGEMENT STRUCTURES OF UNIVERSITY**

### **COUNCIL**

#### **Functions and powers**

4. (1) The council governs the University in accordance with the applicable provisions of the Act, the policies and regulations issued in terms of the Act as well as the Statute and Rules of the University.
- (2) The council must perform its governance role in compliance with generally accepted governance principles.
- (3) Without derogating from the generality of subparagraph (1), the council –
- (a) adopts the vision, mission and value statements of the University;
  - (b) approves policies and strategic plans of the University at institutional level;
  - (c) monitors the implementation of structures and policies approved by the council;
  - (d) identifies and monitors the risks relevant to the business of the University;
  - (e) ensures that the University complies with all relevant laws and regulations;
  - (f) makes the institutional Statute and any amendments thereto as well as Rules for the University;

- (g) establishes the committees of the council and, after consultation with the senate, joint committees of the council and the senate;
- (h) adopts its own rules, including the code of conduct for members of the council, in terms of which it conducts its activities;
- (i) determines, with the concurrence of the senate –
  - (i) the language policy of the University, subject to paragraph 32(1)(f);
  - (ii) the entrance requirements in respect of particular academic programmes;
  - (iii) the number of students who may be admitted for particular academic programmes; and
  - (iv) the minimum requirements for readmission to study at the University;
- (j) determines, after consultation with the senate –
  - (i) the admission policy of the University; and
  - (ii) the academic structures of the University;
- (k) establishes, after consultation with the students' representative council, a structure to advise the council on the rendering of student support services;
- (l) determines, after consultation with the students' representative council –
  - (i) the tuition fees, accommodation fees and any other fees payable by the students; and
  - (ii) the composition, manner of election, term of office, functions and privileges of the students' representative council;
- (m) determines, after consultation with the senate and the students' representative council, the disciplinary measures and disciplinary procedures applicable to the students;
- (n) appoints the employees of the University, subject to sections 31(1)(a)(iii) and 34(2) of the Act;
- (o) determines the conditions of service, disciplinary provisions, functions and privileges of the employees of the University subject to the applicable labour law;
- (p) approves the annual budget of the University;

- (q) provides the Minister with such information as the Minister prescribes in terms of section 41 of the Act;
- (r) considers the advice of the institutional forum on the matters contemplated in section 31(1)(a) of the Act; and
- (s) may, subject to section 68(2) of the Act and on such conditions as it may determine, delegate any of its functions to the other internal structures, the vice-chancellor or any other employee of the University.

#### **Membership of council**

5. (1) The members of the council contemplated in section 27(4)(a) - (g) of the Act are –
- (a) the vice-chancellor;
  - (b) two deputy vice-chancellors;
  - (c) five persons appointed by the Minister in accordance with paragraph 6;
  - (d) two members of the senate elected by the senate in accordance with paragraph 7;
  - (e) two academic employees elected by such employees in accordance with paragraph 8;
  - (f) two students elected by the students' representative council in accordance with paragraph 9; and
  - (g) two employees, other than academic employees, elected by such employees in accordance with paragraph 8.
- (2) At least one of the members referred to in each of subparagraphs 1(d) to (g) must be from the designated groups as contemplated in the Employment Equity Act.
- (3) The members of the council contemplated in section 27(4)(h) of the Act are –
- (a) three members of the convocation elected by the convocation in accordance with paragraph 10;
  - (b) one person, with a competency in the field of governance, nominated by the Nelson Mandela Metropolitan Municipality;
  - (c) one person, with a competency in the field of governance, nominated by the George City Council;
  - (d) one person from organised business, with a competency in the fields of business and marketing, nominated by the chambers of commerce and industry as determined by the council;

- (e) one person, with a competency in organised labour matters, nominated by the representative employee organisations of the University;
  - (f) one person, with a competency in the field of engineering, nominated by the Engineering Council of South Africa;
  - (g) one person, with a competency in the field of education, nominated by the Department of Education (Eastern Cape);
  - (h) one person, with a competency in the field of human resource management, nominated by the Institute of People Management (Eastern Cape) and the Nelson Mandela Metropole Black Management Forum Branch;
  - (i) one person, with a competency in the field of law, nominated by the South Eastern Cape Attorneys' Association and the Port Elizabeth Society of Advocates;
  - (j) one person, with a competency in the field of information technology, nominated by the Computer Society of South Africa (Eastern Cape);
  - (k) one person, with a competency in the field of finance, nominated by the South African Institute of Chartered Accountants (PE District Association); and
  - (l) one person, with a competency in the field of health, nominated by the Health Professions Council of South Africa.
- (4) (a) The members contemplated in subparagraph 3(b) to (l) are appointed by the council.
- (b) The respective constituencies referred to in subparagraph 3(b) to (l) determine the manner in which their candidates are nominated, provided that each constituency submit the names of at least two candidates for consideration by the council, provided further that at least one of these candidates must be from the designated groups as contemplated in the Employment Equity Act.
- (5) A candidate nominated in terms of subparagraph (3) -
- (a) may not be an employee or student of the University; or
  - (b) may not have a contractual relationship with the University in terms of which he or she receives regular remuneration from the University.

- (6) The appointment of the members contemplated in subparagraphs 3(b) to (l) by the council should take place with due regard to racial and gender representivity and such other criteria as the council may determine.
- (7) The members of the council must have knowledge and experience relevant to the objects and governance of the University.
- (8) A member of the council who enters into a contract with the University in terms of which he or she is to receive regular remuneration from the University must forthwith vacate his or her seat on the council.
- (9) If a person, who was appointed as a member of the council by virtue of not being a student of the University, subsequently registers as a student of the University, such person remains as a member of the council for the remainder of his or her term of office.
- (10) At least 60 per cent of the members of the council must be persons who are not employees or students of the University.
- (11) (1) The council may –
  - (a) invite persons who are not members of the council to attend meetings of the council for the discussion of a particular item or items on the agenda only; or
  - (b) co-opt a person who is not a member of the council for a period of time as determined by the council.
- (2) The persons contemplated in subparagraph 1(a) and (b) may take part in the deliberations of council but may not vote.

### **Ministerial appointees**

- 6. (1) Whenever it is necessary for the Minister to appoint a person to the council as contemplated in section 27(4)(c) of the Act, the secretary to the council, by written notice, invites the members of the council to nominate in writing candidates to be considered for appointment by the Minister.
- (2) A nomination contemplated in subparagraph (1), together with a comprehensive curriculum vitae of the nominee, must be lodged with the secretary on a date determined by him or her.

- (3) Each nomination must be signed by at least two members of the council and countersigned by the nominee to denote his or her acceptance of the nomination.
- (4) At the ensuing meeting of the council the council resolves by closed ballot by a majority of the members present, which nominations must be submitted to the Minister.
- (5) The provisions of paragraph 5(5) and (6) apply with the necessary changes to the nomination of candidates contemplated in subparagraph (4).
- (6) The secretary to the council submits the names of the candidates, together with all relevant documentation, to the Minister for consideration and appointment.

#### **Election of senate members to council**

7. (1) When it becomes necessary for the senate to elect one or more of its members to the council as contemplated in section 27(4)(d) of the Act, the secretary to the senate, by written notice, invites members of the senate to nominate in writing candidates for election and appointment to the council.
- (2) Each nomination must be lodged with the secretary at least two working days before the date of the meeting of the senate at which the election is to take place.
- (3) Each nomination must be signed by two (2) members of the senate and must be countersigned by the nominee to confirm his or her acceptance of the nomination.
- (4) If no more candidates are nominated than the number of vacancies, the secretary declares such person or persons to be duly elected. If more candidates are nominated than the number of vacancies, an election is held at the meeting of the senate contemplated in subparagraph (2).
- (5) The senate elects the member of senate or members of senate to the council by closed ballot by a majority of the members present at the meeting of the senate.

#### **Election of employees to council**

8. (1) Whenever it is necessary for the employees of the University to elect one or more employees to the council as contemplated in section 27(4)(e) and (g) of the Act, the secretary to the council, by written notice of at least ten (10) working days, invites all permanent employees and fixed-term contract employees to nominate in writing, by a date determined in the notice, one or more candidates to be elected as members of the council.

- (2) A nomination contemplated in subparagraph (1), together with an abridged curriculum vitae of the nominee, must be lodged in electronic format with the secretary to the council.
- (3) Each nomination must be signed by at least five (5) employees contemplated in subparagraph (1) and countersigned by the nominee to denote his or her acceptance of the nomination.
- (4) If no more candidates are nominated than the number of vacancies, the secretary to the council declares such candidate or candidates to be duly elected. If more candidates are nominated than the number of vacancies, the secretary notifies in writing the employees contemplated in subparagraph (1) of the date for the election of the employees to the council.
- (5) The manner in which the election of employees to the council takes place is determined in the Rules.

#### **Election of students to council**

- 9. (1) Whenever it is necessary for a student or students to be elected to the council as contemplated in section 27(4)(f) of the Act, the secretary to the council notifies the president of the students' representative council accordingly.
- (2) The students' representative council elects the student or students to the council by means of a closed ballot and a majority of the members present at a meeting of the students' representative council.
- (3) The president of the students' representative council submits the name or names of the student or students elected to the secretary to the council by a date determined by the secretary.

#### **Election of convocation members to council**

- 10. (1) Whenever it is necessary for the convocation to elect one or more of its members to the council as contemplated in paragraph 5(3)(a) of this Statute, such person is elected by closed ballot by a majority of the members present at a meeting of the convocation.
- (2) The provisions of paragraph 5(5) apply to the eligibility of such member or members.

#### **Term of office of council members**

- 11. (1) Unless determined otherwise by the council, the term of office of members of the council –

- (a) who are not employees or students of the University is four (4) years;
  - (b) who are employees of the University, with the exception of the vice-chancellor and the deputy vice-chancellors who hold office for the duration of their employment, is three (3) years.
- (2) The term of office of a student member is one (1) year.
  - (3) A member may serve more than one term of office as a council member.

### **Termination of membership and filling of vacancies**

12. (1) A person ceases to be a member of the council if he or she –
- (a) resigns by giving written notice to the chairperson of the council;
  - (b) is absent from three (3) consecutive ordinary meetings of the council without prior apology for absence having been made to the council;
  - (c) is declared insolvent by a court of law;
  - (d) is removed from an office of trust by a court of law or is convicted of an offence for which the sentence is imprisonment without the option of a fine;
  - (e) is declared unable to attend to his or her personal affairs by a court of law; or
  - (f) ceases to be a member of the constituency who elected him or her to the council.
- (2) The council may suspend, take disciplinary action or terminate a member's membership in the manner prescribed in the Rules.
  - (3) Vacancies on the council as a result of death, resignation or other causes as contemplated in subparagraphs (1) and (2) are filled as prescribed in paragraph 5(4) to (6) and paragraphs 6 to 10 for a new full term of the relevant office, provided that in the case of a member of the council contemplated in section 27(4)(f) of the Act, such member be appointed for the unexpired term of office of his or her predecessor.
  - (4) In the event of a vacancy on council for any reason, the secretary to the council must forthwith notify the constituency that elected or nominated the member, requesting the

constituency to elect a successor or nominate a candidate or candidates for appointment by the council.

### **Chairperson and vice-chairperson**

13. (1) When it becomes necessary the council elects a chairperson and a vice-chairperson from amongst the members contemplated in paragraph 5(1)(c), and (3) who each holds office for a period of two (2) years.
- (2) The secretary to the council, by written notice, invites the members of the council to nominate in writing candidates for the office of chairperson or vice-chairperson.
- (3) A nomination contemplated in subparagraph (2), together with a curriculum vitae of the nominee, must be lodged with the secretary of the council on a date determined by him or her.
- (4) Each nomination must be signed by at least three (3) members of the council and countersigned by the nominee to denote his or her acceptance of the nomination.
- (5) The vice-chancellor officiates for the duration of the election of a chairperson as chairperson.
- (6) If not more than one candidate is nominated for one of the offices, the secretary declares such person to be duly elected. If more than one candidate is nominated for one of the offices, voting is by closed ballot.
- (7) A candidate may only be elected to the office of chairperson or vice-chairperson by a majority of the members present.
- (8) If no candidate receives a majority of votes, successive rounds of voting are held.
- (9) In each successive round of voting the candidate receiving the fewest votes in the previous round of voting is eliminated as a candidate.
- (10) If a vacancy occurs in the office of chairperson or vice-chairperson for any reason, the provisions of subparagraphs (1) to (9) apply with the necessary changes to the filling of such vacancy.
- (11) The person elected in terms of subparagraph (10) holds office for the unexpired period of office of his or her predecessor.
- (12) The chairperson and vice-chairperson are eligible for re-election.

**Secretary to council**

14. (1) The secretary to the council is the registrar as contemplated in section 26(4)(b) of the Act.
- (2) The secretary acts as an electoral officer at meetings of the council.
- (3) The secretary attends all meetings and keeps all relevant documents of the council.

**Committees of council**

15. (1) The council appoints the following committees of the council -
- (a) an executive committee;
  - (b) a governance committee;
  - (c) a finance and facilities committee;
  - (d) a human resources committee;
  - (e) an audit and risk committee; and
  - (f) a remuneration committee.
- (2) (a) The executive committee of the council consists of -
- (i) the chairperson of the council, who is the chairperson;
  - (ii) the vice-chairperson of the council;
  - (iii) the chairpersons of the committees contemplated in subparagraph (1)(b), (c), (d) and (e); and
  - (iv) the vice-chancellor.
- (b) The executive committee makes recommendations to the council on -
- (i) the Statute and the Rules of the University;
  - (ii) the broad organisational structure of the University;
  - (iii) strategic matters, including medium and long term strategic plans of the University;
  - (iv) the executive management structure of the University;
  - (v) the delegation document of the University;
  - (vi) the critical performance areas and performance assessment of the vice-chancellor; and
  - (vii) any matters falling outside the ambit of the respective council committees.
- (c) The executive committee -
- (i) may make decisions on behalf of the council on matters of an urgent nature, provided that any

such decisions be ratified by the council at its next meeting;

- (ii) may advise the council on any matter which it deems expedient for the effective and efficient management of the University and must, at the request of the council, advise the council on any matter within the mandate of the executive committee; and
- (iii) performs such other functions as the council may determine.

(3) (a) The governance committee of the council consists of –

- (i) one member of the council, elected by the council as the chairperson of the committee;
- (ii) at least three members elected by the council on account of their knowledge and experience in governance practices; and
- (iii) the vice-chancellor.

(b) the governance committee makes recommendations to the council on –

- (i) the rules of the council contemplated in paragraph 4(3)(h);
- (ii) the establishment of the committees of the council;
- (iii) the dissolution of the committees of the council;
- (iv) the appointment of the members of the council contemplated in paragraph 5(3)(b) to (l);
- (v) the induction of members of the council;
- (vi) the assessment of the performance of the council;
- (vii) the co-option of persons on the council as participatory members without voting rights; and
- (viii) the code of conduct applicable to the members of the council .

(c) The governance committee –

- (i) may advise the council on any governance matter which it deems expedient for the efficient and effective performance of the council;
- (ii) must, at the request of the council, advise the council on any matter within the mandate of the governance committee; and
- (iii) performs such other functions as the council may determine.

- (4) (a) The finance and facilities committee of the council consists of –
- (i) one member of the council, elected by the council as the chairperson of the committee;
  - (ii) at least three members elected by the council on account of their knowledge and experience in financial management and the management of physical infrastructure;
  - (iii) the vice-chancellor; and
  - (iv) one or more members of the executive management committee as determined in the rules of the council.
- (b) The finance and facilities committee makes recommendations to the council on matters relating to the financial management and facilities management of the University, including but not limited to:
- (i) the three-year rolling plan of the University as it relates to financial matters;
  - (ii) the annual budget of the University;
  - (iii) the financial implications for the University in respect of a loan or overdraft agreement; the purchasing of immovable property; a long term lease of immovable property; the construction of a permanent building or other immovable infrastructural development; and maintenance of, and alterations to infra-structure exceeding an amount as determined from time to time by the council;
  - (iv) the tuition fees, residence fees and any other fees payable by students;
  - (v) the accommodation fees payable by employees;
  - (vi) resource allocations;
  - (vii) the writing off of bad debts exceeding an amount as determined from time to time by the council;
  - (viii) the management accounts;
  - (ix) ad hoc allocations outside the approved annual budget exceeding amounts as may be determined by the council; and
  - (x) the financial statements of the University.
- (c) The finance and facilities committee –
- (i) may advise the council on any matter which it deems expedient for the efficient and effective financial and facilities management of the University;

- (ii) must, at the request of the council, advise the council on any matter within the mandate of the committee; and
  - (iii) performs such other functions as the council may determine.
- (5) (a) The human resources committee of the council consists of –
- (i) one member of the council, elected by the council as the chairperson of the committee;
  - (ii) at least three members elected by the council on account of their expertise and experience in human resource management;
  - (iii) the vice-chancellor; and
  - (iv) one or more members of the executive management committee as determined in the rules of the council.
- (b) The human resources committee makes recommendations to the council on the recognition of employee organisations of the University as well as on human resource policy matters, including but not limited to –
- (i) the recruitment and appointment of employees;
  - (ii) the training and development of employees;
  - (iii) the applicable job evaluation system;
  - (iv) the performance management of employees;
  - (v) the promotion of employees;
  - (vi) equity, including the equity plan of the University;
  - (vii) the involvement of employees in external work;
  - (viii) medical aid, group life and pension schemes;
  - (ix) leave benefits of employees;
  - (x) staff provision systems; and
  - (xi) succession planning.
- (c) The human resources committee –
- (i) may advise the council on any matter which it deems expedient for the effective and efficient human resource management of the University;
  - (ii) must, at the request of the council, advise the council on any matter within the mandate of the committee; and
  - (iii) performs such other functions as the council may determine.

- (6) (a) The audit and risk committee consists of –
  - (i) one member of the council, elected by the council as the chairperson of the committee, provided that the chairperson of the council is not eligible for election as the chairperson of the committee; and
  - (ii) at least three members elected by the council on account of their knowledge and experience of the audit function.
- (b) The audit and risk committee may invite the external auditor of the University, the vice-chancellor and such other employees as prescribed in the rules of the council to meetings of the committee.
- (c) The audit and risk committee, subject to the approval of the council, performs the functions prescribed in the charter of the committee.
- (7) (a) The remuneration committee consists of –
  - (i) the chairperson of the human resources committee of the council, who is the chairperson;
  - (ii) the chairperson of the finance and facilities committee of the council; and
  - (iii) one member of each of the human resources, finance and facilities and executive committees of the council, appointed by the council.
- (b) (i) The remuneration committee may invite the vice-chancellor and such other members of the executive management committee, as determined in the rules of the council, to meetings of the committee.
- (ii) The remuneration committee may also invite independent consultants to its meetings to facilitate the determination of matters on remuneration.
- (c) The remuneration committee –
  - (i) advises the council on a general remuneration policy for the University, including a broad framework of senior management's remuneration;
  - (ii) approves the annual salary increases for employees;

- (iii) determines the specific remuneration packages of members of senior management; and
  - (iv) addresses in general inequalities in the salary structure of the University.
- (d) The remuneration committee –
  - (i) may advise the council on any matter which it deems expedient for the effective and efficient management of remuneration matters; and
  - (ii) performs such other functions as the council may determine.
- (8) A committee of the council contemplated in subparagraph (1)(a) to (f) –
  - (a) may make recommendations to the council regarding the appointment of members to the respective committees;
  - (b) may, for operational reasons, co-opt a member of the council, who is not a member of the committee, on such committee for a fixed period of time as a member with voting rights; and
  - (c) may appoint an ad-hoc committee to perform any of its functions on its behalf, provided that –
    - (i) a committee is not divested of the responsibility for the performance of any such function assigned or delegated to the ad-hoc committee; and
    - (ii) any action resulting from such assignment or delegation is subject to the approval of the committee.
  - (d) makes, in terms of its delegated authority, decisions with a view to implementation on the matters determined in the rules of the council.
- (9) The chairperson of a committee of the council may not be an employee nor a student of the University.
- (10) At least 50% of the members of a committee of the council must be persons who are not employees or students of the University.
- (11) A committee of the council may, after consultation with such committee, be dissolved by the council on the recommendation of the governance committee of the council.

- (12) The council may appoint persons who are not members of the council as members of committees of the council.
- (13) The provisions of paragraph 5(11) apply with the necessary changes to the committees of the council.
- (14) The council may, if deemed expedient for the effective functioning of the council, appoint committees other than the committees contemplated in subparagraph (1) and ad-hoc committees of the council.
- (15) The provisions applicable to the meetings, meetings procedure of the council and the minutes of council meetings, as contemplated in paragraphs 17, 18 and 19 respectively, apply with the necessary changes to the committees of the council.

#### **Joint committees of council and senate**

- 16. (1) In accordance with section 29(3) of the Act, the council and the senate may jointly establish committees, to be known as joint committees of the council and the senate, to perform functions that are common to the council and the senate.
- (2) The composition, functions, and dissolution of a joint committee are in accordance with the Rules.

#### **Meetings of council**

- 17. (1) The number of meetings, the notice of the dates and venues of meetings of the council for a particular academic year are approved by the council at the last scheduled meeting of the preceding academic year; provided that at least four (4) ordinary meetings are held during an academic year.
- (2) One half plus one of the members of the council holding office on the date of the meeting of the council constitutes a quorum for such meeting. If, for any meeting, there is no quorum, the meeting is adjourned to a date not more than seven (7) days later, at which meeting the members present constitute a quorum.
- (3) The secretary to the council must, at least five (5) working days before any meeting, give notice in writing to each member of the council, setting forth the business to be dealt with as well as the time and place of such a meeting.
- (4) Notice of business which a member desires to be considered at a meeting must be in writing and lodged with the secretary to the council at least ten (10) working days before the date of the meeting, on condition that a member, after having informed the chairperson in advance of his or her intention to submit a motion

of an urgent nature at the meeting, can, with the consent of at least two-thirds of the members present, submit such motion at the meeting without prior notice.

- (5) The chairperson may at his or her own instance at any time convene a special meeting of the council, and must convene such meeting at the written request of at least five (5) members, stating the purpose of the meeting in the request, provided that members are given not less than twenty-four (24) hours' notice of such meeting, provided further that notice may be given in any manner convenient under the circumstances.
- (6) No matters other than those for which a special meeting was called, may be transacted at such meeting, except with the consent of the meeting.
- (7) In the absence of the chairperson from any meeting of the council, the vice-chairperson of the council officiates as acting chairperson at such meeting.
- (8) In the absence of the chairperson as well as the vice-chairperson from any meeting of the council, the members present elect one of their number to preside at such meeting.
- (9) Leave of absence from meetings of the council must be tendered in advance to the secretary to the council for submission to the council.

### **Meetings procedure of council**

- 18.** (1) The council members must participate in the deliberations of the council in the best interest of the institution.
- (2) Except where otherwise provided in this Statute, all acts or matters authorised or required to be done or decided by the council and all questions that may come before it are done or decided by the majority of the members present at any meeting, on the understanding that one half plus one of the members present constitutes the required majority.
- (3) The first act of an ordinary meeting, after being constituted, is to read and confirm by the signature of the chairperson the minutes of the last preceding ordinary meeting and of any special meeting subsequently held, provided that the meeting may consider the minutes as read if a copy thereof was previously sent to every member of the council, provided further that objections to the minutes of a meeting are raised and decided before confirmation of the minutes.
- (4) A member of the council may not, without the consent of the meeting, speak more than once to a motion or to any

amendment and the mover of any motion or any amendment has the right of reply.

- (5) Every motion or an amendment thereof, must, if so directed by the chairperson, be in writing.
- (6) A motion or an amendment thereof, as contemplated in subparagraph (5), may not be withdrawn except with the consent of the meeting.
- (7) The chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote.
- (8) If so decided by the meeting, the number of members voting for or against any motion must be recorded in the minutes, and at the request of any member the chairperson must direct that the vote of such member be likewise recorded.
- (9) When a majority of the members of the council reaches agreement on a matter referred to them by the chairperson, by letter or electronic means, without convening a meeting, and conveys such resolution by letter or electronic means, such resolution is equivalent to a resolution of the council and must be recorded in the minutes of the next succeeding ordinary meeting.
- (10) The views of a member of the council who is unable to attend a meeting may be submitted to the meeting in writing but may not count as a vote of such member.
- (11) The ruling of the chairperson on a point of order or procedure is binding unless immediately challenged by a member, in which event such ruling must be submitted without discussion to the meeting whose decision is final.
- (12) A point of order may be raised when a member is of the opinion that –
  - (a) there is a deviation from the matter under discussion;
  - (b) a member uses insulting or repulsive language; or
  - (c) discussions are contrary to the procedural rules.

### **Minutes of council meetings**

19. (1) The secretary to the council keeps the minutes of each meeting of the council and includes such minutes in the agenda of the next council meeting when the agenda is sent out in terms of paragraph 17(3).

- (2) The minutes of all council committee meetings must be included in the agenda of the next ordinary meeting of the council following the respective committee meetings.

#### **Conflict of interest of council members**

20. (1) A member of council may not have a conflict of interest with the institution.
- (2) A member of council who has a direct or indirect financial, personal or other interest in any matter to be discussed at a meeting and which entails or may entail a conflict or possible conflict of interest must, before or during such meeting, declare the interest.
- (3) Any person may, in writing, inform the chairperson of a meeting, before a meeting, of a conflict or possible conflict of interest of a council member of which such person may be aware.
- (4) The member is obliged to recuse him or herself from the meeting during the discussion of the matter and the voting thereon.
- (5) The council may introduce a register in which the disclosed interests of members of the council are incorporated in accordance with the rules of the council.

### **SENATE**

#### **Functions and powers**

21. (1) Subject to the Act, the senate is accountable to the council for all the teaching, learning, research and other academic functions of the University and all other functions delegated or assigned to it by the council.
- (2) Without derogating from the generality of subparagraph (1), the organisation and superintendence of instruction and assessment, including examinations, and of lectures and classes, vest in the senate and the senate –
  - (a) if delegated to do so by resolution of the council, may, after consultation with the relevant faculty board –
    - (i) determine entrance requirements in respect of particular academic programmes;
    - (ii) determine the number of students who may be admitted for a particular academic programme;

- (iii) determine the minimum requirements for readmission to study at the University;
    - (iv) make or amend any Rule relating to the curriculum for, or to the obtaining of, any degree, diploma, or certificate; and
    - (v) may make or amend any Rule relating to the manner in which students are to be assessed;
  - (b) determines what standard of proficiency is required to be attained in any mode of assessment that may be used in order to satisfy the requirements for the obtaining of each degree, diploma, or certificate;
  - (c) advises the council –
    - (i) on the disciplinary code and measures applicable to students; and
    - (ii) on the establishment and disestablishment of faculties, academic departments, schools and other academic structures.
  - (d) determines, in accordance with any relevant deed or gift, and after consultation with the vice-chancellor, the conditions applicable to any scholarships and other academic prizes;
  - (e) determines the persons to whom scholarships and academic prizes are awarded;
  - (f) may establish committees to perform any of its functions and may appoint persons who are not members of the senate as members of such committees;
  - (g) determines the functions of its committees as well as the procedure of meetings of these committees;
  - (h) may make standing orders on procedures for the better carrying out of its functions; and
  - (i) may assign or delegate any of its functions, provided that the senate is not divested of responsibility for the performance of any such function assigned or delegated.
- (3) The senate submits to the council –
- (a) such reports upon its work as may be required by the council;

- (b) recommendations on matters referred to it by the council; and
  - (c) recommendations on any other matter affecting the University as the senate considers useful.
- (4) The senate may, in terms of the Rules, cancel the registration of a student in all or one or more of the modules for which the student is registered in the year if in the opinion of the senate the academic achievement of the student is such that the student may not at the end of the year obtain credit in such module or modules, as the case may be.

### **Membership of senate**

**22. (1) The senate consists of –**

- (a) the vice-chancellor;
- (b) the deputy vice-chancellors;
- (c) the registrar;
- (d) the head of organisational transformation and equity;
- (e) the executive deans of faculty;
- (f) the campus principal or campus principals;
- (g) the directors of school and the heads of academic department in faculties and at such campuses as determined by the council;
- (h) the head of library services;
- (i) the head of research management;
- (j) the head of access and academic development services;
- (k) the head of planning and institutional development services;
- (l) the professors of the University;
- (m) two members of the council who are not employees or students of the University, designated by the council;
- (n) four members of the students' representative council designated by the students' representative council;
- (o) one academic employee from each faculty, elected by the respective faculty boards;
- (p) one academic employee from each campus as determined by the council, elected by the academic employees concerned;
- (q) one employee, other than an academic employee, from each faculty elected by such employees of each faculty, provided that all such employees who are located within a faculty and render a service to such faculty, irrespective of their reporting lines, are eligible for election;
- (r) one employee, other than an academic employee, from each campus as determined by the council, elected by such employees, provided that all such employees who are located on such campus and render a service to such

- campus, irrespective of their reporting lines, are eligible for election; and
- (s) such additional members as determined by the senate on the recommendation of the executive committee of the senate.
- (2) The appointment of the members contemplated in subparagraph (1)(m) to (s) should take place with due regard to racial and gender representivity and such other criteria as the senate may determine.
  - (3) The manner of election of the members contemplated in subparagraph (1)(m) to (r) is as determined by each constituency.
  - (4) The majority of senate members must be academic employees.

#### **Term of office and filling of vacancies**

- 23. (1) Members appointed in terms of paragraph 22(1)(a) to (l) hold office for as long as they are employed by the University in that capacity.
- (2) The members contemplated in paragraph 22(1)(m) hold office for a period of two (2) years.
- (3) The members contemplated in paragraph 22(1)(n) hold office for a period of one year, provided that membership ceases automatically when a member ceases to be a member of the students' representative council.
- (4) The members contemplated in paragraph 22(1)(o) to (s) are appointed for a period determined by the senate on the recommendation of the executive committee of the senate.
- (5) The members contemplated in paragraph 22(1)(m) to (s) are eligible for re-election or re-appointment.
- (6) The provisions of paragraph 12(3) and (4) apply with the necessary changes to the filling of vacancies on the senate.

#### **Office-bearers of senate**

- 24. (1) In accordance with section 26(4)(a) of the Act the vice-chancellor is the chairperson of the senate.
- (2) In the absence of the vice-chancellor from any meeting of the senate, the acting vice-chancellor contemplated in paragraph 83 presides at such meeting,

- (3) In the absence of the vice-chancellor and the acting vice-chancellor from any meeting, the secretary to the senate initiates an election for an acting chairperson for such meeting from among the members present.
- (4) The registrar acts as secretary to the senate, provided that the vice-chancellor may assign any other employee to assist the registrar in this regard.
- (5) The secretary attends all meetings, keeps all relevant documents of the senate and acts as an electoral officer at meetings of the senate.

#### **Meetings of senate**

- 25. (1) The provisions applicable to the meetings of the council, as contemplated in paragraph 17, apply with the necessary changes to the meetings of the senate, provided that the quorum for meetings of the senate is one-third of the membership.
- (2) Persons who are not members of the senate may attend meetings of the senate on such conditions as determined by the chairperson of the senate after consultation with the senate.

#### **Meetings procedure**

- 26. The meetings procedure of the council contemplated in paragraph 18 applies with the necessary changes to the meetings procedure of the senate.

#### **Minutes of senate meetings**

- 27. The provisions of paragraph 19 apply with the necessary changes to the minutes of senate meetings.

#### **Committees of senate**

- 28. (1) The senate appoints an executive committee of the senate and a faculty board for each faculty, as contemplated in paragraphs 29 and 30, respectively.
- (2) The senate may appoint such other committees of the senate to regulate all teaching, research and academic support functions of the University.
- (3) The composition and functions of the committees referred to in subparagraph (2) are determined by the senate and contained in the Rules.

**Executive committee of senate**

29. (1) The executive committee of the senate consists of –
- (a) the vice-chancellor, who is the chairperson;
  - (b) the deputy vice-chancellors;
  - (c) the registrar;
  - (d) the executive deans of faculties;
  - (e) the campus principal or campus principals as determined by the executive committee of the senate;
  - (f) two members of the students' representative council, elected by the students' representative council;
  - (g) two members of the senate who are academic employees, elected by the senate, with due regard to racial and gender representivity, and
  - (h) such other members as the executive committee of the senate may determine.
- (2) The executive committee of the senate –
- (a) unless determined otherwise by the senate, makes recommendations to the senate on the reports of all senate committees and joint management and senate committees;
  - (b) ensures overall co-ordination of academic matters;
  - (c) ensures that policy decisions of the senate are implemented;
  - (d) ensures that academic standards, as prescribed by the senate, are maintained;
  - (e) makes decisions with a view to implementing on matters within its mandate in accordance with its delegated powers; and
  - (f) performs such other functions, including advisory functions, as may be determined by the senate.
- (3) The executive committee of the senate has plenary powers to act on behalf of the senate, provided that any such resolution of the committee is ratified by the senate at its next meeting.
- (4) In the absence of the vice-chancellor from any meeting of the executive committee, the acting vice-chancellor contemplated in paragraph 83 presides at such meeting.
- (5) In the absence of the vice-chancellor and the acting vice-chancellor from any meeting, the provisions of paragraph 24(3) apply with the necessary changes.

**Faculty boards**

- 30.** (1) For each faculty there is a committee of the senate known as a faculty board, consisting of –
- (a) the executive dean of the faculty, who is the chairperson;
  - (b) the heads of academic departments and directors of schools, where applicable, in the faculty;
  - (c) the permanent full-time academic staff members in the faculty;
  - (d) one or more representatives of the students in the faculty, as the faculty board may determine, elected by the students concerned in accordance with the constitution of the students' representative council;
  - (e) the faculty officer or faculty officers; and
  - (f) such other persons, co-opted by the faculty board on such conditions as the faculty board may determine.
- (2) The faculty officer, designated by the executive dean, acts as secretary to the faculty board.
- (3) The faculty board –
- (a) is responsible to the senate for organising and controlling the teaching, learning, research and engagement activities of the faculty as well as the quality thereof;
  - (b) makes recommendations through the executive committee of senate to senate in respect of –
    - (i) the admission and re-admission requirements for qualifications offered in the faculty;
    - (ii) the introduction, amendment and cancellation of programmes and qualifications offered;
    - (iii) the examination and promotion regulations applicable to modules, programmes and qualifications offered;
    - (iv) any other matters as may be determined by the senate, the executive committee of the senate or the faculty board;
  - (c) performs such other functions as the senate may assign or delegate to it;
  - (d) must establish a faculty management committee which acts as the executive committee of the faculty board; and

- (e) may establish such other committees as it may determine.
- (4) In the anticipated absence of the chairperson from any meeting of the faculty board, the chairperson, after consultation with the faculty management committee contemplated in subparagraph (3)(d), appoints an acting chairperson.
- (5) If the chairperson, for whatever reason, has not appointed an acting chairperson in terms of subparagraph (4), the members present at the meeting of the faculty board elect one of their number to preside at such meeting.

### **Meetings, meetings procedure and minutes of senate committee meetings**

31. The provisions of paragraphs 17, 18 and 19, respectively apply with the necessary changes to the meetings, meetings procedure and minutes of senate committees.

## **INSTITUTIONAL FORUM**

### **Functions of institutional forum**

32. (1) The institutional forum advises the council on issues affecting the University, including –
- (a) the implementation of the Act and the national policy on higher education;
  - (b) race and gender equity policies;
  - (c) the selection of candidates for senior management positions;
  - (d) codes of conduct, mediation and dispute resolution procedures;
  - (e) fostering of an institutional culture which promotes tolerance and respect for fundamental human rights and creates an appropriate environment for teaching, research and learning; and
  - (f) the language policy of the University.
- (2) The institutional forum performs such other functions as may be determined by the council.
- (3) The institutional forum makes, subject to the approval of the council, its own rules in terms of which it conducts its activities.

**Membership of institutional forum**

- 33.** (1) The institutional forum as contemplated in section 31(2) of the Act consists of –
- (a) two members of the council who are not employees or students of the University;
  - (b) two members from management;
  - (c) two members of the senate;
  - (d) two members representing the academic employees;
  - (e) two members representing the employees, other than academic employees;
  - (f) two members from each representative employees' organisation; and
  - (g) two students designated by the students' representative council.
- (2) The institutional forum may co-opt one or more persons as members without voting rights for the specific purpose of assisting the institutional forum in respect of any specific project.
- (3) At least one of the members referred to in each of subparagraphs (1)(a) to (g) must be from the designated groups as contemplated in the Employment Equity Act.
- (4) The institutional forum may request the constituencies contemplated in subparagraph (1)(a) to (g) each to nominate one or more alternate members to attend meetings of the institutional forum in the anticipated absence of the respective members.
- (5) The institutional forum may, for such reasons as it may determine, invite persons who are not members of the institutional forum to attend meetings of the institutional forum, provided that such invitees may participate in the deliberations of the institutional forum but may not vote.

**Nomination and election of representatives**

- 34.** (1) When it is necessary to nominate a representative of any of the constituencies contemplated in paragraph 33(1)(a) to (c), (f) and (g), the secretary to the institutional forum, by written notice, invites the constituency concerned to nominate a representative or representatives for appointment to the institutional forum by a date determined by him or her.
- (2) The manner in which representatives are nominated is determined by the respective constituencies;
- (3) The provisions of paragraph 8 apply with the necessary changes to the election of representatives of the employees contemplated

in paragraph 33(1)(d) and (e), provided that the secretary to the institutional forum performs the functions related to the election of such employees to the institutional forum.

#### **Term of office and filling of vacancies**

- 35.** (1) The term of office of –
- (a) the members contemplated in paragraph 33(1)(a) to (f) is three years; and
  - (b) the members contemplated in paragraph 33(1)(g) is one year.
- (2) A member must vacate his or her seat on the institutional forum if he or she ceases to be a member of the constituency which nominated or elected him or her.
- (3) The provisions of paragraph 12(3) and (4) apply with the necessary changes to the filling of vacancies on the institutional forum.

#### **Committees of institutional forum**

- 36.** The institutional forum may establish committees to perform any of its functions, provided that the institutional forum is not divested of responsibility for the performance of any such function assigned or delegated to a committee, provided further that any actions resulting from such assignment or delegation are ratified by the institutional forum at its next meeting.

#### **Chairperson and vice-chairperson**

- 37.** (1) The provisions of paragraph 13 apply with the necessary changes to the election of a chairperson and a vice-chairperson of the institutional forum, provided that the secretary of the institutional forum performs the functions related to the election of a chairperson or vice-chairperson, provided further that the vice-chancellor or his or her nominee acts for the duration of the election of a chairperson as chairperson of the meeting
- (2) The chairperson and vice-chairperson are elected for a term of office as determined by the institutional forum, provided that they are eligible for re-election for one further term of office.
- (3) In the absence of the chairperson from any meeting of the institutional forum, the vice-chairperson acts as chairperson.
- (4) In the absence of the chairperson and the vice-chairperson from any meeting, the secretary to the institutional forum initiates an

election for an acting chairperson for such meeting from among the members present.

### **Meetings, meetings procedure and minutes of meetings**

38. The provisions of paragraphs 17 to 19, respectively apply with the necessary changes to the meetings, meetings procedure and minutes of meetings of the institutional forum.

### **Secretary to institutional forum**

39. An employee, designated by the registrar, acts as the secretary to the institutional forum.

## **STUDENTS' REPRESENTATIVE COUNCIL**

### **Functions and powers**

40. The students' representative council –
- (a) preserves and promotes the interests of the student community and of the University;
  - (b) carries out all duties and responsibilities as agreed upon in meetings of the students' representative council;
  - (c) respects and upholds the constitution and the code of conduct of the students' representative council;
  - (d) protects and promotes the good image of the students' representative council at all times;
  - (e) enhances unity and co-operation among students;
  - (f) may affiliate to any external non-partisan structure whose operations are in the interest of students of the University and public higher education in general;
  - (g) promotes society life on campus and renders any assistance necessary;
  - (h) convenes all student general meetings on campus;
  - (i) co-opts any student it deems fit for any vacancies created after the by-election period as contemplated in the constitution of the students' representative council;
  - (j) governs the funds of the students' representative council in accordance with the financial policies of the University;

- (k) allocates funds of the students' representative council to its affiliates after consultation with the internal structures prescribed in the constitution of the students' representative council;
- (l) may establish committees to assist the students' representative council in performing its functions;
- (m) makes recommendations to the council on the constitution of the students' representative council and any amendments thereto, on the understanding that such constitution and any amendments thereto only have legal force and effect once approved by the council;
- (n) elects students to the council, the senate, the institutional forum and such other internal structures as required in terms of this Statute and the Rules; and
- (o) performs such other functions as may be determined by the council after consultation with the students' representative council.

### **Composition**

**41.** The students' representative council should be representative of the student body and consists of –

- (a) the president;
- (b) the deputy president;
- (c) the secretary;
- (d) the deputy secretary;
- (e) the treasurer; and
- (f) such other members as determined in the Constitution of the students' representative council.

### **Term of office and filling of vacancies**

- 42.** (1) The term of office of members of the students' representative council is one year, provided that members may be re-elected for further terms.
- (2) (a) In the event of a vacancy on the students' representative council as a result of a member's resignation or for any other reason contemplated in the constitution of the students' representative council, a by-election must be held to fill such vacancy, provided that such by-election be held in the first semester of the academic year.
- (b) If it is not possible to fill the vacancy as contemplated in subparagraph (a), the students' representative council may fill such vacancy by co-opting a member in the

manner determined by the students' representative council.

### **Meetings and meetings procedure**

- 43.** (1) The students' representative council meets at least once a week during the academic year.
- (2) One half of the members plus one constitutes a quorum for a meeting of the students' representative council.
- (3) If, for any meeting, there is no quorum, the meeting is adjourned for twenty-four (24) hours, at which meeting the members present constitute a quorum.
- (4) The president and the deputy president act as chairperson and vice-chairperson respectively at the meetings of the students' representative council.
- (5) The president, or in his or her absence the deputy president, convenes all meetings of the students' representative council.
- (6) the secretary of the students' representative council, or in his or her absence the deputy secretary –
- (a) issues notices of a meeting at least three (3) days before the date of such meeting; and
- (b) distributes the minutes of the previous meeting to the members of the students' representative council at least five (5) days before the date of the next meeting.
- (7) The students' representative council determines its own meetings procedure as prescribed in the constitution of the students' representative council.
- (8) The students' representative council convenes an annual general meeting and at least one general meeting of registered students per academic term in accordance with the relevant provisions in the constitution of the students' representative council.

### **Committees**

- 44.** (1) The students' representative council establishes an executive committee of the students' representative council as contemplated in paragraph 45.
- (2) The students' representative council may establish such other committees as determined by the students' representative council.

- (3) The composition and functions of the committees referred to in subparagraph (2) are prescribed in the constitution of the students' representative council.

#### **Executive committee of students' representative council**

45. (1) The executive committee of the students' representative council –
- (a) is responsible for the general administration of the students' representative council;
  - (b) monitors the execution of the day-to-day business of the students' representative council; and
  - (c) makes recommendations to the students' representative council on those matters referred to it by the students' representative council.
- (2) The executive committee consists of –
- (a) the president, who is the chairperson;
  - (b) the deputy president, who is the vice-chairperson;
  - (c) the secretary;
  - (d) the deputy secretary; and
  - (e) the treasurer.

#### **Meetings and meetings procedure of executive committee of students' representative council**

46. The provisions of paragraph 43 apply with the necessary changes to the meetings and meetings procedure of the executive committee, provided that –
- (a) one half of the members plus one constitutes a quorum for a meeting of the executive committee; and
  - (b) the secretary, or in his or her absence the deputy secretary, issues notices of such meetings together with the minutes of the previous meeting at least three (3) days before the date of the next meeting.

#### **Election of members of students' representative council**

47. (1) The executive director responsible for student affairs, after consultation with the students' representative council in office, appoints an independent electoral commission to administer the students' representative council elections in accordance with the constitution of the students' representative council.

- (2) The electoral commission appoints a chief electoral commissioner from its members.
- (3) The chief electoral commissioner compiles a voters' roll in accordance with the relevant provisions of the constitution of the students' representative council.

#### **Nomination of candidates**

48. The nomination of candidates for the election of members of the students' representative council is as determined in the constitution of the students' representative council.

#### **Election procedure**

49. (1) The procedure for the election of members of the students' representative council is as determined in the constitution of the students' representative council.
- (2) The newly elected students' representative council assumes its duties with effect from the commencement of the following academic year.

### **STUDENT SUPPORT SERVICES COUNCIL**

#### **Establishment**

50. In accordance with section 27(3) of the Act the council establishes a structure, known as the student support services council, to advise the council on policies for student support services within the University.

#### **Functions**

51. (1) The student support services council advises the council on policies related to the rendering of support services to students of the University, including policies on financial aid services, health, sports programmes, housing facilities and student governance and development.
- (2) The student support services council advises the council on the policies contemplated in subparagraph (1) after consultation with the internal structures as indicated in the Rules.

#### **Composition**

52. The composition of the student support services council is in accordance with the Rules.

**Office-bearers**

53. (1) When it becomes necessary the student support services council elects a chairperson and a vice-chairperson from among its members by closed ballot by a majority of the members present at a meeting of the student support services council.
- (2) The term of office of the chairperson and the vice-chairperson is determined by the student support services council, provided that they are eligible for re-election.
- (3) An employee, designated by the registrar, acts as secretary to the student support services council.

**Meetings and meetings procedure**

54. The number of meetings and meetings procedure of the student support services council are in accordance with the Rules.

**CONVOCATION****Name of convocation**

55. The convocation is known as the convocation of the Nelson Mandela Metropolitan University.

**Objectives and functions of convocation**

56. (1) The objectives and functions are –
- (a) to promote, protect and maintain the interests and rights of the convocation;
  - (b) to foster an interest in and promote respect for the University;
  - (c) to encourage members to support and contribute to the intellectual and cultural prosperity of the University community; and
  - (d) to promote the ideals and purpose of the University to constituencies and stakeholders of the University.
- (2) The convocation may discuss and state its opinion on any matter relating to the University, including matters referred to it by the council for its input.
- (3) The convocation must submit a copy of the resolutions of the convocation, and a statement on such matters as the

convocation may determine, to the chairpersons of the council and senate for the information of the council and the senate.

- (4) The convocation elects members to the council in accordance with paragraph 10.
- (5) The convocation may enter into a co-operation arrangement with the alumni association contemplated in paragraph 64, on such conditions as mutually agreed upon, to achieve one or more of its objectives which are common to the convocation and the alumni association.

### **Membership of convocation**

57. (1) The convocation consists of –
- (a) the vice-chancellor;
  - (b) the deputy vice-chancellors;
  - (c) the registrar;
  - (d) persons to whom a diploma or a degree has been awarded or conferred by the University, the former University of Port Elizabeth or the former Port Elizabeth Technikon, including diplomates of the former institutions which preceded the establishment of the Port Elizabeth Technikon;
  - (e) academic employees appointed to permanent positions on the establishment of the University;
  - (f) professors emeriti and other retired academic employees of the University, the former University of Port Elizabeth and the former Port Elizabeth Technikon; and
  - (g) such other employees who were entitled to membership of the convocations of the former University of Port Elizabeth and the former Port Elizabeth Technikon.
- (2) The council may, on recommendation of the convocation, determine that persons not contemplated in subparagraph (1), may become members of the convocation.

### **Election of president and vice-president**

58. (1) When it becomes necessary the convocation elects from among its members a president and a vice-president who each hold office for a period of three (3) years.
- (2) The president and vice-president are elected by closed ballot by a majority of the members present at a meeting of the convocation.
- (3) The vice-chancellor acts for the duration of the election of the president as chairperson of the meeting.

- (4) The president acts as chairperson at the meetings of the convocation.
- (5) In the absence of the president from any meeting of the convocation, the vice-president acts as chairperson at such meeting.
- (6) In the absence of the president and the vice-president from any meeting of the convocation, the secretary to the convocation initiates an election for an acting chairperson for such meeting from among the members present.

#### **Secretary to convocation**

59. The registrar acts as secretary to the convocation; provided that the vice-chancellor may designate any other employee to assist the secretary or to act in his or her place.

#### **Roll of convocation**

60. (1) The secretary to the convocation keeps the roll of the convocation.
- (2) It is incumbent upon every member of the convocation to register his or her name and address with the secretary and to notify him or her of any change of address or name.
- (3) A person whose name does not appear on the roll of the convocation is not entitled to vote at a meeting of the convocation.

#### **Meetings of convocation**

61. (1) Meetings of the convocation are held at the seat of the University.
- (2) A meeting of the convocation is held annually and notice of such meeting must be given at least four weeks prior to the date of the meeting. Notice of such meeting must be advertised in at least two local newspapers and such other media as may be deemed appropriate.
- (3) A member who wishes to raise any matter at such meeting must submit written motions in regard to the said matter to the secretary or the president of the convocation at least two (2) weeks before the date of the meeting.
- (4) A special meeting of the convocation –

- (a) may be convened by the president or, if the office of president is vacant, by the vice-chancellor if and when required; and
  - (b) must be convened by the president or, if the office of president is vacant, by the vice-chancellor upon a written request signed by at least twenty-five (25) members, stating the purpose of the meeting in the request, provided that members are given not less than five (5) working days' notice of such meeting.
- (5) Forty (40) members constitute a quorum at any meeting of the convocation, provided that if no quorum is present, the meeting is adjourned to a date not more than seven (7) days later, at which meeting the members present constitute a quorum.
- (6) Notwithstanding the absence of a quorum at an annual meeting, such meeting may proceed to elect office-bearers and to dispose of other formal matters included in the agenda of the meeting, but no new motions may be submitted at such meeting.

#### **Meeting procedure**

62. The provisions of paragraph 18 apply with the necessary changes to the meetings procedure of the convocation.

#### **Minutes of meetings**

63. The provisions of paragraph 19 apply with the necessary changes to the minutes of convocation meetings.

### **ALUMNI ASSOCIATION**

#### **Name of alumni association**

64. The council grants recognition to an association of alumni of the University, known as the Nelson Mandela Metropolitan University Alumni Association.

#### **Objectives and functions of alumni association**

65. (1) The objectives of the alumni association are –
- (a) to enhance the image of the alumni association both inside and outside the University community as an important stakeholder body in the University and an asset to the University to support the realisation of the University's mission and goals;

- (b) to foster loyalty to and pride in the University among members through effective communication so that they may positively influence others;
  - (c) to provide and foster the provision of opportunities for alumni to contribute in financial and other meaningful ways to the advancement of the University;
  - (d) to provide alumni with opportunities to benefit from their relationship with the University; and
  - (e) to promote, protect and maintain the rights of the alumni association.
- (2) The alumni association performs the functions required to achieve the objectives contemplated in subparagraph (1).
- (3) The alumni association may enter into a co-operation arrangement with the convocation contemplated in paragraph 55, on such conditions as mutually agreed upon, to achieve one or more of its objectives which are common to the alumni association and the convocation.

#### **Membership of alumni association**

66. (1) The alumni association consists of –
- (a) the vice-chancellor;
  - (b) the deputy vice-chancellors;
  - (c) the registrar;
  - (d) persons to whom a degree or a diploma has been awarded by the University, the former University of Port Elizabeth or the former Port Elizabeth Technikon, including diplomates of the former institutions which preceded the establishment of the Port Elizabeth Technikon;
  - (e) the president of the convocation contemplated in paragraph 58(1);
  - (f) one of the members of the convocation elected to the council, as contemplated in paragraph 10; and
  - (g) any person to whom the executive committee of the alumni association, as contemplated in paragraph 92, upon invitation to or application by such person, has granted membership of the alumni association.
- (2) The member contemplated in subparagraph (1)(f) is designated by the council for such period as determined by the council.

**Office-bearers**

- 67.** (1) The office-bearers of the alumni association are –
- (a) the president;
  - (b) the vice-president;
  - (c) the secretary; and
  - (d) the treasurer.
- (2) The office-bearers contemplated in subparagraph (1)(a), (b) and (d) are elected by the alumni association from among its members by closed ballot by a majority of members present at a meeting of the alumni association for a term of office of two (2) years, provided that no person may serve in the same office for more than three (3) consecutive terms.
- (3) An employee as determined in the constitution of the alumni association acts as secretary to the alumni association.
- (4) The president acts as chairperson at the meetings of the alumni association.
- (5) In the absence of the president from any meeting, the vice-president acts as chairperson at such meeting.

**Executive committee of alumni association**

- 68.** (1) The executive committee of the alumni association –
- (a) manages the affairs of the alumni association;
  - (b) may appoint part-time or full-time staff who are remunerated from the funds of the alumni association;
  - (c) may appoint committees to assist it in the realisation of the objectives of the alumni association;
  - (d) may co-opt additional members without voting rights on the executive committee; and
  - (e) may perform such other functions as determined by the alumni association.
- (2) The executive committee consists of –
- (a) the president, who is the chairperson;
  - (b) the vice-president;
  - (c) the treasurer;
  - (d) the secretary;
  - (e) the registrar;
  - (f) one representative of the students' representative council;

- (g) four (4) members of the alumni association elected by the members of the alumni association;
- (h) the vice-chancellor, by virtue of his or her office;
- (i) the deputy vice-chancellors, by virtue of their offices; and
- (j) such other members as determined in the constitution of the alumni association.

### **Meetings and meetings procedure**

69. The provisions regarding the meetings and meetings procedure of the alumni association as well as all other matters pertaining to the management of the alumni association are determined in the constitution of the alumni association.

## **EXECUTIVE MANAGEMENT COMMITTEE**

### **Functions and powers**

70. (1) The executive management committee assists the vice-chancellor in the management and administration of the University.
- (2) The executive management committee, in exercising the powers delegated to it by the council, acts in accordance with and subject to the directives and requirements as determined from time to time by the council.
- (3) The executive management committee –
- (a) makes recommendations to the respective committees of the council regarding all matters which are subject to the approval of the council, unless determined otherwise in the delegation document of the University;
  - (b) ensures that the University complies with all relevant laws and regulations in respect of matters dealt with by the executive management committee;
  - (c) may assign or delegate any of its functions to one or more members of the executive management committee, or to a committee or task team appointed by the executive management committee, provided that any actions resulting from such assignment or delegation are ratified by the executive management committee at its next meeting; and
  - (d) performs such other functions as may be determined by the council.

**Composition**

71. (1) The executive management committee consists of –
- (a) the vice-chancellor;
  - (b) the deputy vice-chancellors as determined by the council and prescribed in the Rules;
  - (c) the executive directors as determined by the council and prescribed in the Rules;
  - (d) the registrar;
  - (e) the head of organisational transformation and equity; and
  - (f) such other members as determined by the council and prescribed in the Rules.
- (2) The executive management committee may invite persons who are not members of the executive management committee on account of their relevant expertise to attend its meetings for the discussion of particular agenda items only.
- (3) The invitees contemplated in subparagraph (2) may participate in the deliberations of the executive management committee, but may not vote.

**Chairperson and acting chairperson**

72. (1) The vice-chancellor acts as chairperson at the meetings of the executive management committee.
- (2) In the absence of the vice-chancellor from any meeting of the executive management committee, the acting vice-chancellor contemplated in paragraph 83 presides at such meeting.
- (3) In the absence of the vice-chancellor and the acting vice-chancellor, the provisions of paragraph 24(3) apply with the necessary changes to the appointment of an acting chairperson.

**Secretary**

73. The registrar, or an employee designated by him or her, acts as secretary to the executive management committee.

**Committees**

74. (1) The executive management committee establishes committees, known as management committees, to perform any of its functions, subject to the condition contemplated in paragraph 70(3)(c).
- (2) The executive management committee may, after consultation with the senate, establish joint committees to perform functions that are common to the executive management committee and the senate.

- (3) The composition, functions, meetings procedure and dissolution of a committee contemplated in subparagraphs (1) and (2) are determined by the Rules.

### **Meetings and meetings procedure**

- 75. The provisions regarding the meetings procedure and attendance of meetings of the executive management committee as well as all other matters relating to the activities of the executive management committee are determined by the Rules.

## **CHANCELLOR**

### **Functions and powers**

- 76. (1) The chancellor is the titular head of the University.
- (2) The chancellor presides at all congregations of the University and confers all degrees and awards all diplomas and certificates, as contemplated in paragraph 109(3), in the name of the University.
- (3) If the chancellor is unable, for any reason, to perform the functions of his or her office, or if the office of chancellor becomes vacant, the vice-chancellor, or a deputy vice-chancellor designated by the vice-chancellor, performs the functions of the chancellor.

### **Term of office**

- 77. (1) The chancellor holds office for a period of four years and is eligible for re-election for one further term of office.
- (2) The term of office of the chancellor terminates in the event of –
  - (a) death or incapacity;
  - (b) resignation; or
  - (c) removal from office by the council.
- (3) The chancellor may only be removed from office by the council by means of a resolution passed by at least two-thirds of all the members of the council and then only after the chancellor has been given the opportunity to answer to the reasons provided by the council for his or her removal.
- (4) Should a vacancy occur for any reason during the chancellor's term of office –
  - (a) a new chancellor is elected in accordance with paragraph 79; and

- (b) the new chancellor holds office in accordance with the provisions of subparagraph (1).

#### **Criteria applicable to candidates for office of chancellor**

**78.** A candidate for the office of chancellor –

- (a) should be a person of public honour, which implies, inter alia, a person of national stature and prestige whose integrity is beyond question;
- (b) should have an outstanding record in his or her profession and/or service to the community;
- (c) should have the ability to enhance the stature of the University;
- (d) should have the ability to encourage wide benefaction; and
- (e) should have a good understanding of, and interest in public higher education.

#### **Election and appointment**

**79.** (1) The chancellor is elected by the council in the following manner:

- (a) The chairperson of the council determines the date on which a meeting of the council is to be held for the purpose of electing a chancellor;
- (b) the secretary to the council gives due notice to the members of the council of the date, time of and venue for the meeting contemplated in subparagraph (a);
- (c) the secretary to the council invites the members of the council and the members of the institutional forum to submit nominations for the office of the chancellor with due regard to the criteria applicable to candidates for the office of chancellor contemplated in paragraph 78;
- (d) the nominations contemplated in subparagraph (c) must reach the secretary to the council at least twenty (20) working days before the meeting contemplated in subparagraph (a);
- (e) the nominations contemplated in subparagraph (c) must be in writing and must include the nominee's written consent and complete curriculum vitae;
- (f) the secretary to the council must, within five (5) working days after the closing date for nominations, inform

members of the council and the institutional forum in writing of the nominations received;

- (g) a meeting of the institutional forum must be held before the meeting of the council contemplated in subparagraph (a) for purposes of considering the nominations and advising the council on the appointment of a candidate to the office of chancellor, provided that all the nominations contemplated in subparagraph (f) must be submitted to the council for consideration;
  - (h) the chancellor is elected by closed ballot by majority of the members present at the meeting contemplated in subparagraph (a);
  - (i) if no candidate receives a majority of votes, successive rounds of voting are held;
  - (i) in each successive round of voting the candidate receiving the fewest votes is eliminated as a candidate.
- (2) After the council has elected a chancellor, the name of the chancellor is announced by the chairperson of the council.

## **SENIOR MANAGEMENT**

### **VICE-CHANCELLOR**

#### **Functions and powers**

80. (1) The vice-chancellor is the academic head and chief executive and accounting officer of the University responsible for the management and administration of the University, and performs the functions as determined by the council.
- (2) The vice-chancellor may, on such conditions as he or she may determine, delegate any of his or her powers under the Act and assign any of his or her duties in terms of the Act to any other employee of the University.
- (3) The vice-chancellor is accountable to the council in respect of all matters pertaining to his or her key performance areas as determined by the council.
- (4) The council may, if deemed necessary, assign additional functions and grant additional powers to the vice-chancellor.
- (5) The vice-chancellor, by virtue of his or her office, is a member of all committees of the council and the senate, provided that the council may determine that, in compliance with generally

accepted governance principles, he or she may only be a participatory member without voting rights of a specific committee or ad hoc committee of the council.

#### **Terms of appointment**

81. (1) The vice-chancellor is appointed on a fixed-term contract basis for such period and upon such terms as the council may determine.
- (2) The council may, for reasons as determined by the council, appoint the incumbent for a further term of office.

#### **Vacation of office**

82. (1) The term of office of the vice-chancellor terminates in the event of –
- (a) death or incapacity;
  - (b) resignation; or
  - (c) removal from office by the council.
- (2) The provisions of paragraph 77(3) apply with the necessary changes to the removal of the vice-chancellor from office by the council, subject to the provisions of the disciplinary code applicable to the employees of the University.

#### **Acting vice-chancellor**

83. (1) The vice-chancellor, after consultation with the chairperson of the council, appoints an acting vice-chancellor for any period of absence of the vice-chancellor not exceeding ten (10) working days.
- (2) If the period of absence of the vice-chancellor exceeds ten (10) working days, the executive committee of the council appoints an acting vice-chancellor for the period concerned.
- (3) If the vice-chancellor is unable to act and has not appointed an acting vice-chancellor in terms of subparagraph (1), the executive committee of the council appoints an acting vice-chancellor for the period of absence of the vice-chancellor.
- (4) If the office of vice-chancellor becomes vacant, the council may, in a manner determined by the council, appoint an acting vice-chancellor in accordance with paragraph 85(2)(a).

#### **Manner of appointment**

84. (1) The vice-chancellor is appointed by the council.

- (2) The council, while ensuring that the principles of democracy, inclusivity and transparency are complied with, determines from time to time the process for the appointment of the vice-chancellor and the criteria to be applied in appointing the vice-chancellor.
- (3) The council establishes an appointments committee for purposes of –
  - (a) recommending to the council the process for the appointment of the vice-chancellor;
  - (b) recommending to the council the criteria to be applied in appointing the vice-chancellor;
  - (c) designating members of the appointments committee or other members of the council to search for suitable candidates for the office of vice-chancellor;
  - (d) compiling a short-list of suitable candidates and interviewing such candidates for the office of vice-chancellor;
  - (e) recommending a candidate for appointment as vice-chancellor to the council.
- (4) The appointments committee contemplated in subparagraph (3) consists of a representative or representatives of –
  - (a) the council;
  - (b) the executive management committee;
  - (c) the senate;
  - (d) the institutional forum;
  - (e) the students' representative council; and
  - (f) the representative employee organisations.
- (5) The number of representatives of the bodies and constituencies contemplated in subparagraph (4) and the manner of their appointment are determined by the council, provided that –
  - (a) the appointments committee may co-opt one additional member on account of his or her expertise;
  - (b) the appointments committee normally consists of no more than twelve (12) members; and
  - (c) a candidate for the office of vice-chancellor is not a member of the appointments committee.
- (6) The recommendation of the appointments committee contemplated in subparagraph 3(e) must be submitted to

the council after consultation with the senate and the institutional forum in the manner prescribed in the Rules.

### **Filling of vacancy**

85. (1) At least six (6) months before the term of office of the vice-chancellor expires or as soon as possible after a vacancy in the office of vice-chancellor occurs for a reason other than effluxion of time, the secretary to the council notifies the members of the council accordingly.
- (2) In the event of a vacancy in the office of the vice-chancellor, the council, after consulting the senate and the institutional forum –
- (a) may appoint an acting vice-chancellor to hold office until such time as a new vice-chancellor takes up his or her appointment;
- (b) appoints a new vice-chancellor in accordance with paragraph 84 and the procedure prescribed in the Rules.

## **DEPUTY VICE-CHANCELLORS**

### **Functions and powers**

86. (1) The council appoints one or more deputy vice-chancellors as executive officers of the University who are accountable to the vice-chancellor.
- (2) The deputy vice-chancellors perform the functions and execute the powers pertaining to their respective offices.
- (3) The deputy vice-chancellors are, by virtue of their offices, members of all committees of the senate.

### **Terms of appointment**

87. (1) A deputy vice-chancellor is appointed by the council on a fixed-term contract basis for such period and on such terms as the council may determine.
- (2) The council may, for reasons as determined by the council, appoint an incumbent for a further term of office.

### **Manner of appointment**

88. Unless determined otherwise by the council, the provisions for the appointment of the vice-chancellor contemplated in paragraph 84 apply with the necessary changes to the appointment of a deputy vice-chancellor, provided that the council may appoint a deputy vice-

chancellor only after consultation with the senate and the institutional forum.

### **EXECUTIVE DIRECTORS, REGISTRAR AND HEAD OF ORGANISATIONAL TRANSFORMATION AND EQUITY**

#### **Functions and powers**

89. (1) The council appoints one or more executive directors, a registrar and a head of organisational transformation and equity as executive officers of the University who are accountable to the vice-chancellor.
- (2) The executive directors, registrar and head of organisational transformation and equity perform the functions and execute the powers pertaining to their respective offices.

#### **Terms of appointment**

90. Unless determined otherwise by the council, the provisions applicable to the terms of appointment of the vice-chancellor contemplated in paragraph 81 apply with the necessary changes to the executive directors, the registrar and the head of organisational transformation and equity.

#### **Manner of appointment**

91. Unless determined otherwise by the council, the provisions for the appointment of the vice-chancellor contemplated in paragraph 84, apply with the necessary changes to the appointment of the executive directors, the registrar and the head of organisational transformation and equity, provided that the council may appoint an executive director, registrar, or head of organisational transformation and equity only after consultation with the institutional forum.

### **EXECUTIVE DEANS OF FACULTY**

#### **Functions and powers**

92. (1) The council appoints an executive dean for each faculty who is the academic leader of the faculty and who is responsible for the management and administration of the faculty.
- (2) An executive dean reports to the deputy vice-chancellor responsible for the academic affairs of the University.
- (3) An executive dean performs the functions and executes the powers pertaining to his or her office.

**Terms of appointment**

93. The provisions applicable to the terms of appointment of a deputy vice-chancellor, as contemplated in paragraph 87, apply with the necessary changes to an executive dean.

**Manner of appointment**

94. The provisions for the appointment of a deputy vice-chancellor, as contemplated in paragraph 88, apply with the necessary changes to the appointment of an executive dean.

**CAMPUS PRINCIPALS****Functions and powers**

95. (1) The council appoints campus principals for such campuses of the university as determined by the council who are responsible for the management and administration of the campuses concerned.
- (2) A campus principal reports to a member of the executive management committee as determined by the council.
- (3) A campus principal performs the functions and executes the powers pertaining to his or her office.

**Terms of appointment**

96. The provisions of paragraphs 87 and 88, respectively apply with the necessary changes to the terms and manner of appointment of a campus principal.

**SENIOR DIRECTORS OF ORGANISATIONAL UNITS****Functions and powers**

97. (1) The council appoints one or more senior directors of organisational units whose positions are equivalent to the positions of the executive deans of faculty.
- (2) The senior directors contemplated in subparagraph (1) are responsible for the management and administration of their respective organisational units.
- (3) A senior director reports to a member of the executive management committee as determined by the council.

- (4) A senior director performs the functions and executes the powers pertaining to his or her office.

#### **Terms of appointment**

98. The provisions of paragraph 90 apply with the necessary changes to the a senior director.

#### **Manner of appointment**

99. The provisions of paragraph 91 apply with the necessary changes to the appointment of a senior director, provided that the appointment of a senior director, who is designated by the council as an academic employee, is also subject to consultation with the senate.

## **EMPLOYEES**

#### **Appointment of employees**

100. Subject to section 34 of the Act, the council or its delegate appoints employees in accordance with the staffing policy of the University as determined in the Rules.

#### **Conditions of service of employees**

101. The conditions of service, including the remuneration of the employees, are determined by the council and set out in the Rules.

#### **Evaluation of employees**

102. All employees may be subject to continuous evaluation in the performance of their duties according to the policy and procedure determined in the Rules.

#### **Disciplinary code and procedures for employees**

103. All employees are subject to the disciplinary code, the disciplinary procedure and the grievance procedure applicable to employees as determined by the council and contained in the Rules.

#### **Employee organisations**

104. (1) The council may, for such purposes and on such conditions as it may determine, grant recognition to any employee organisation of the University.
- (2) The council may enter into an agreement with any representative employee organisation for purposes of consultation and negotiation on service benefits and conditions

of service, including remuneration, of employees in accordance with the relevant labour legislation.

## **STUDENTS**

### **Admission and registration**

- 105.** (1) The requirements for admission of a student to a particular academic programme are set out in the Rules.
- (2) A person is registered as a student of the University only if he or she meets the admission requirements contemplated in subparagraph (1).
- (3) A student is registered for one (1) year or for such shorter period as may be determined by the council in general or in a particular case.
- (4) During the period contemplated in subparagraph (3) a student is subject to the rules applicable to his or her study and such other conditions as determined by the council and set out in the Rules.

### **Student discipline**

- 106.** (1) The disciplinary provisions applicable to students are determined by the council after consultation with the students' representative council and the senate and set out in the Rules.
- (2) Each of the disciplinary bodies, as determined in the Rules, submit an annual report to the council, listing the offences considered and the penalties imposed by it.

## **DONORS**

### **Recognition**

- 107.** The University recognises and registers all bodies or persons who donate money or equipment to the University.

## **ACADEMIC FUNCTIONS OF UNIVERSITY**

### **Academic functions**

- 108.** (1) The provisions applicable to the academic functions of the University, including research and the studies, instruction and assessment of students, are as determined by the council with the concurrence of the senate.

- (2) The provisions contemplated in subparagraph (1) are contained in the Rules and published in the prospectus of the University.

## CONFERMENT OF QUALIFICATIONS

### Conferment

- 109.** (1) Subject to section? of the Act, the University may confer the degrees, diplomas and certificates as approved by the council.
- (2) The degrees, diplomas and certificates contemplated in subparagraph (1) are contained in the Rules and published in the prospectus of the University.
- (3) A meeting of the University, known as the congregation, is held at least once a year for the purpose of conferring degrees, diplomas and post graduate certificates, provided that different congregations may be held at different times and places if deemed necessary.
- (4) A qualification contemplated in subparagraph (3) may only be conferred if the vice-chancellor and registrar certify that all the prescribed requirements of the qualification have been met.
- (5) A congregation is presided over by the chancellor as contemplated in paragraph 76(2) or, in his or her absence, the vice-chancellor, or if both are absent, by a deputy vice-chancellor designated by the vice-chancellor.
- (6) The vice-chancellor, after consultation with the executive management committee, determines –
- (a) the number of congregations to be held during the year concerned;
  - (b) the times and places of such congregations; and
  - (c) at which congregations the relevant qualifications are to be conferred.
- (7) The registrar, after consultation with the executive committee of the senate and the relevant administrative departments, determines the policies and procedures applicable to a congregation.

## HONORARY DEGREES

### Criteria

110. (1) Subject to subparagraph (2), the University may confer an honorary degree of doctor on any person who complies with one or more of the following criteria:
- (a) having made a substantial contribution or a series of contributions to any branch of learning or technology; or
  - (b) having rendered service of excellence in the interest of the community in fields, including but not limited to statesmanship, culture, society, politics, education, economics and arts.
- (2) A person's record should be of such a nature that the conferring of an honorary doctorate would bring credit to the University and would not be at variance with the University's vision, mission and value statement.

### Procedure

111. The procedure applicable to the submission and consideration of a proposal for the conferring of an honorary degree of doctor is as determined by the council with the concurrence of the Senate and set out in the Rules.

## GENERAL

### Amendment of Statute

112. (1) Any proposal for the drafting, amendment or repeal of any provision of this Statute must be made in accordance with the provisions of section 32(2) of the Act.
- (2) A proposal contemplated in subparagraph (1) is of force and effect only if adopted by two-thirds of all the members present at a meeting of the council.

### Transitional provisions

113. (1) Anything done under any provision of the Standard Institutional Statute, as amended, before this Statute came into operation, is deemed to have been done in terms of this Statute.
- (2) Persons holding office in terms of the Standard Institutional Statute and the Rules which existed prior to the commencement of this Statute are deemed to hold office in terms of this Statute, unless this is inconsistent with this Statute.

- (3) Subject to subparagraph (2), the existing Rules which were in force prior to the commencement of this Statute continue to apply until replaced.

#### **Repeal of Statutes**

- 114.** (1) The Statute of the Port Elizabeth Technikon, 1998 published in Government Gazette Notice No 1124 of 7 September 1998 is hereby repealed in its entirety.
- (2) The Statute of the University of Port Elizabeth ... (to be completed by the Department of Education) ... is hereby repealed in its entirety.
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Acts/Statute of the NMMU

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