

MANUAL
OF
RHODES UNIVERSITY

Prepared in accordance with Section 14 of the Promotion of Access to Information Act, No 2 of 2000.

1. THE FUNCTIONS AND STRUCTURE OF RHODES UNIVERSITY

Rhodes University is a **public higher education institution** structured and functioning in terms of the provisions of the *Higher Education Act (Act 101 of 1997)*.

1.1 The Rhodes University Council

The Rhodes University Council governs the University as prescribed in terms of section 27 of the Higher Education Act, Act 101 of 1997, as amended.

1.2 Rhodes University Senate

The Rhodes University Senate is accountable to the Council for the academic and research functions of the University and must perform such other functions as may be delegated or assigned to it by the Council as prescribed in terms of section 28 of the Higher Education Act, Act 101 of 1997, as amended.

1.3 Committees of Council and Senate

The Council and Senate have established various committees which function in the manner prescribed in terms of section 29 of the Higher Education Act, Act 101 of 1997, as amended.

1.4 Principal

The Principal, Dr S. Badat is responsible for the management and administration of the University as prescribed in terms of section 30 of the Higher Education Act, Act (101) of 1997, as amended.

1.5 Institutional Forum

The Institutional Forum advises the Council on issues affecting the University as prescribed in terms of section 31 of the Higher Education Act, Act 101 of 1997, as amended.

2. CONTACT DETAILS OF INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER

2.1 Information Officer: Dr S. Badat, Principal and Vice-Chancellor

Street Address: Drostdy Road, Grahamstown

Postal Address: P O Box 94, Grahamstown, 6140

Telephone number: 046 603 8148
Facsimile number: 046 622 8444
Electronic mail: s.badat@ru.ac.za

2.2 Deputy Information Officer: Dr S Fourie, Registrar

Street Address: Eden Grove Building, Lucas Avenue, Grahamstown
Postal Address: P O Box 94, Grahamstown, 6140
Telephone number: 046 603 8101
Facsimile number: 046 603 8127
Electronic mail: s.fourie@ru.ac.za

3. THE HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10(1) of the Act the South African Human Rights Commission must compile in each official language a guide that must contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. When it becomes available, this guide will be obtainable on loan free of charge from the Rhodes University Registrar.

4. REQUESTS FOR ACCESS TO INFORMATION

4.1 All persons wanting to make application for access to records held by Rhodes University may obtain the prescribed application form from the Registrar's office at the address stated in paragraph 2.2 above.

4.2 Records held by Rhodes University may be classified under the following main categories:

Agenda and minutes of Council and Senate meetings and of the committees established by the Council and Senate and related documentation;

Student records;

Full and complete financial records, which comply with, generally accepted accounting practice;

Employee records;

Library materials;

Correspondence relating to any of the above.

5. THE REQUEST PROCEDURE

5.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.

5.2 The requester must complete the prescribed application form obtainable from the Registrar and submit the same as well as payment of a request fee to the Registrar at the address stated in paragraph 2.2 above.

5.3 The Registrar will seek to identify and locate the required record, and to render such reasonable assistance to the requester to gain access to the record concerned, as prescribed by section 19 of the Act.

6. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC

A comprehensive list of services is contained in the Rhodes University Calendar that is published annually and is available free of charge from the Registrar at the address stated in paragraph 2.2 above.

7. PARTICIPATION IN POLICY OR DECISION MAKING BODIES OF THE UNIVERSITY

7.1 Students and staff may participate in policy and decision making processes of the University in accordance with the provisions of the Higher Education Act, Act 101 of 1997, as amended, as well as in terms of those internal procedures as agreed with student and staff representative bodies from time to time.

7.2 Other interested persons may submit their comments or proposals in writing to the Registrar at the address stated in paragraph 2.2 above.

8. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE UNIVERSITY

8.1 A student or member of the public may lodge a complaint in writing with the Registrar.

8.2 The University's internal grievance procedure may be utilized by staff members.

8.3 If the complaint is in respect of an act, or a failure to act in terms of the Promotion of Access to Information Act, Act 2 of 2000, the complainant may take such steps as provided for in sections 74 to 82 of this Act.

9. OTHER INFORMATION

For any other information not contained in this manual, the Information Officer, or Deputy Information Officer, may be contacted at the address given in paragraph 2.2 above.

Alternatively, visit the Rhodes University web site at <http://www.ru.ac.za>

This manual is also available in Afrikaans and in isiXhosa at <http://www.ru.ac.za>

This manual will be updated annually.

IMANYUWALI

YEYUNIVESITI IRHODES

Iqulunqwe ngokungqamene neCandelo 14 loMthetho iPromotion of Access to Information Act, No. 2 of 2000 (Umthetho wokuPhuhlisa ukuFikelela kwiNgcaciso, uNo.2 wama-2000).

1. IMISEBENZI NOKUMA KWEYUNIVESITI IRHODES

IYunivesiti iRhodes **liziko lemfundo ephakamileyo likawonke-wonke** elimiswe nelisebenza ngokwemimiselo yoMthetho oyi-*Higher Education Act (Act 101 of 1997)*

(Umthetho weMfundo ePhakamileyo, uMthetho 101 wowe-1997).

1.1 IBhunga leYunivesiti iRhodes

IBhunga leYunivesiti iRhodes liyilawula iYunivesiti njengoko kumiselwe phantsi kwecandelo lama-27 loMthetho *iHigher Education Act, Act 101 of 1997*, njengoko uhlonyelwe.

1.2 ISenethi yeYunivesiti iRhodes

ISenethi yeYunivesiti iRhodes iphantsi kweBhunga ngokuphathelele kwimisebenzi yezemfundo nezophando yeYunivesiti yaye imele ukwenza naloo misebenzi iyeminye inokuthi ibekwe phambi kwayo okanye yabelwe liBhunga ukuba iyenze ngokokumiselwa phantsi kwecandelo lama-28 loMthetho *iHigher Education Act, Act 101 of 1997*, njengoko uhlonyelwe.

1.3 iKomiti zeBhunga nezeSenethi

IBhunga neSenethi ziseke iikomiti ezahlukileyo ezisebenza ngendlela emiselwe phantsi kwecandelo lama-29 loMthetho *iHigher Education Act, Act 101 of 1997*, njengoko uhlonyelwe.

1.4 INqununu

INqununu, uGqr S. Badat, nguye ojongene nokuphathwa nolawulo lwale Yunivesiti njengoko kumiselwe phantsi kwecandelo lama-30 loMthetho *iHigher Education Act, Act 101 of 1997*, njengoko uhlonyelwe.

1.5 IForam yeZiko -Mfundo

IForam yeZiko-Mfundo icebisa iBhunga ngemibandela echaphazela iYunivesiti njengoko kumiselwe phantsi kwecandelo lama-31 le*Higher Education Act, Act 101 of 1997*, njengoko uhlonyelwe.

2. IINCUKACHA ZOKUQHAGAMSHELANA NEGOSA LENGCACISO NOSEKELA –GOSA LENGCACISO

2.1 IGosa leNgcaciso: Gqr S. Badat, iNqununu neSekela-Tshansila

Idilesi yesitrato: Drostdy Road, Grahamstown.

Idilesi yeposi: P O Box 94, Grahamstown, 6140.
Inombolo yefowuni: 046 603 8148
Inombolo yefeksi: 046 622 8444
Idilesi ye-E-mail: s.badat@ru.ac.za

2.2 IGosa leNgcaciso eliliSekela: Gqr S Fourie, iRejistra

Idilesi yesitrato: Eden Grove Building, Lucas Avenue, Grahamstown
Idilesi yeposi: P O Box 94, Grahamstown, 6140.
Inombolo yefuwuni: 046 603 8101
Inombolo yefeksi: 046 603 8127
Idilesi ye-E-mail: s.fourie@ru.ac.za

3. ISIKHOKELO SEKHOMISHINI YAMALUNGELO OLUNTU

Ngokwecandelo 10 (1) loMthetho, iKhomishini yoMzantsi Afrika yamaLungelo oLuntu kufuneka iqulunqe, ngolwimi olusemthethweni ngalunye, isikhokelo esiya kuthi siqulathe loo ngcaciso inokuthi ifunwe ngokusezimfanelweni ngumntu ofuna ukusebenzisa naliphi na ilungelo ekujongwe kulo kulo Mthetho. Xa sesikho esi sikhokelo sinakho ukufunyanwa ngumntu ngokuthi asiboleke, engahlawulanga nento, kwiRejistra yeYunivesiti iRhodes.

4. IZICELO ZOKUFIKELELA KWINGCACISO ETHILE

4.1 Bonke abantu abafuna ukwenza isicelo sokufikelela kwiirekhodi ezigcinwe yiYunivesiti iRhodes bangayifumana ifomu yokwenza isicelo emiselweyo kwiofisi kaRejistra kule dilesi ichazwe kumhlathi wama-2.2 ngasentla apha.

4.2 Irekhodi ezigcinwe yiYunivesiti iRhodes zinokwahlulwa zibe zezi zintlu zikhulu zilandelayo:
Iiajenda neeminithi zeentlanganiso zeBhunga nezeSenethi nezeekomiti ezisekwe liBhunga neSenethi kwakunye namaxwebhu angqamene noko;
Iirekhodi zabafundi;
Iirekhodi ezipheleleyo nezigqibeleleyo zemcimbi yeemali eziqulunqwe ngokungqamene neenkqubo ezamkelwe ngokubanzi zogcino-ncwadi zeemali;
Iirekhodi zabasebenzi;
Izinto ezigcinwe elaybri;
Imbalelwano ephathelele kuzo naziphi na kwezi zinto zingasentla.

5. INKQUBO XA KWENZIWA ISICELO

5.1 Lowo ucelayo kufuneka ahambe ngokuthobela yonke imimiselo yenkqubo equlathwe eMthethweni ngokuphathelele ekwenzeni isicelo sokufikelela kwirekhodi ethile.

5.2 Lowo wenza isicelo kufuneka agcwalise ifomu yesicelo emiselweyo efumaneka kwiRejistra aze ayithumele kunye nentlawulo yokwenza isicelo kwiRejistra kule dilesi ichazwe kumhlathi 2.2 ngasentla apha.

5.3 URejistra uya kwenza konke anakho ukuyifuna nokuyifumana loo rekhodi ifunwayo, anike noncedo olufanelekileyo kulowo ucelayo ukuba abe nokufikelela kuloo rekhodi ichaphazelekayo, njengoko kumiselwe phantsi kwecandelo 19 loMthetho.

6. IINKONZO EZIFUMANEKAYO KUMALUNGU OLUNTU

Uludwe olupheleleyo lweenkonzo (amancedo) ezinokufumaneka luqulathwe kwiKhalenda yeYunivesiti iRhodes ethi ipapashwe minyaka le yaye ifumaneka simahla kwiRejistra, kule dilesi ichazwe kumhlathi 2.2 ngasentla apha.

7. UKUTHABATHA INXAXHEBA KUMAQUMRHU AQULUNQA IINKQUBO NATHATHA IZIGQIBO ALE YUNIVESITI

7.1 Abafundi nestafu banakho ukuthabatha inxaxheba kwiintshukumo zokuqulunqa iinkqubo (iipolisi) nezokuthatha izigqibo zale Yunivesiti ngokungqamene nemimiselo yoMthetho *iHigher Education Act, Act 101 of 1997*, njengoko uhlonyelwe, nangokuphathelele kwiindlela zangaphakathi zokuqhuba izinto ekuthe kwavunyelwana ngazo nemibutho emele abafundi nestafu amaxesha ngamaxesha.

7.2 Abanye abantu abanomdla banakho ukuthumela oko bafuna ukukuthetha neziphakamiso zabo ezibhaliweyo kwiRejistra kule dilesi ikhankanywe kumhlathi 2.2 ngasentla apha.

8. AMANYATHELO ANOKUTHATHWA NGOKUPHATHELELE KWISENZO ESITHILE OKANYE EKUSILELENI KWEYUNIVESITI UKWENZA ISENZO ESITHILE

8.1 Umfundi okanye ilungu loluntu ngokubanzi lingafaka isikhalazo esibhaliweyo lisithumele kwiRejistra.

8.2 Amalungu estafu angasebenzisa inkqubo yangaphakathi yeYunivesiti yokusingatha izikhalazo.

8.3 Ukuba isikhalazo eso siphathelele kwisenzo, okanye ekusileleni ukwenza isenzo phantsi koMthetho *iPromotion of Access to Information Act, Act 2 of 2000* (UMthetho wokuPhuhlisa ukuFikelela kwiNgcaciso, uMthetho 2 wama-2000), lowo ukhalazayo unokuthabatha amanyathelo ngokokulungiselelwa kumacandelo 74 ukuya kwelama-82 alo Mthetho.

9. ENYE INGCACISO

Ngayo nayiphi na ingcaciso engekho apha kule manyuwali, kunokuqhagamshelwana neGosa leNgcaciso okanye iSekela -Gosa leNgcaciso, kule dilesi inikwe kumhlathi 2.2 ngasentla apha.

Kungenjalo, tyelela kwiwebhu yeYunivesiti iRhodes kule sayithi ithi <http://www.ru.ac.za>

Le fomu iyafumaneka ngesiNgesi nangesiAfrikaans yaye iya kuhlaziywa minyaka le.

**HANDLEIDING
VAN
RHODES-UNIVERSITEIT**

**Opgestel ingevolge Artikel 14 van die Wet op Bevordering van Toegang tot
Inligting, Wet 2 van
2000.**

1. DIE FUNKSIES EN STRUKTUUR VAN RHODES-UNIVERSITEIT

Rhodes-universiteit is 'n **openbare inrigting vir tersiêre onderwys** wat gestruktureer is en funksioneer ingevolge die bepalings van die Wet op Hoër Onderwys, Wet 101 van 1997.

1.1 Die Rhodes-universiteitsraad

Die Rhodes-universiteitsraad beheer die Universiteit soos voorgeskryf ingevolge artikel 27 van die Wet op Hoër Onderwys, Wet 101 van 1997, soos gewysig.

1.2 Rhodes-universiteitsenaat

Die Rhodes-universiteitsenaat is rekenskapskuldig teenoor die Raad vir die akademiese en navorsingsfunksies van die Universiteit en verrig sodanige ander funksies soos deur die Raad aan hom oorgedra of toegeskryf soos voorgeskryf ingevolge artikel 28 van die Wet op Hoër Onderwys, Wet 101 van 1997, soos gewysig.

1.3 Raad- en Senaatskomitees

Die Raad en Senaat het verskeie komitees aangestel wat funksioneer op die wyse soos voorgeskryf ingevolge die bepalings van artikel 27 van die Wet op Hoër Onderwys, Wet 101 van 1997, soos gewysig.

1.4 Rektor

Die Rektor, Dr S. Badat, is verantwoordelik vir die bestuur en administrasie van die Universiteit soos voorgeskryf ingevolge artikel 30 van die Wet op Hoër Onderwys, Wet 101 van 1997, soos gewysig.

1.5 Institusionele Forum

Die Institusionele Forum adviseer die Raad ten opsigte van kwessies rakende die Universiteit soos voorgeskryf ingevolge artikel 31 van die Wet op Hoër Onderwys, Wet 101 van 1997, soos gewysig.

2. KONTAKBESONDERHEDE VAN INLIGTINGSBEAMPTE EN ADJUNK-INLIGTINGSBEAMPTE

2.1 Inligtingsbeampte : Dr S. Badat, Rektor en Vise-kanselier

Straatadres: Drostdyweg, Grahamstad

Posadres: Posbus 94, Grahamstad 6140
Telefoonnommer: 046 603 8148
Faksimileenommer: 046 622 8444
Elektroniese pos: s.badat@ru.ac.za

2.2 Adjunk-inligtingsbeampte: Dr S Fourie, Registrateur

Straatadres: Eden Grove-gebou, Lucaslaan, Grahamstown
Posadres: P O Box 94, Grahamstown, 6140
Telefoonnommer: 046 603 8101
Faksimileenommer: 046 603 8127
Elektroniese pos: s.fourie@ru.ac.za

3. DIE MENSEREGTEKOMMISSIEGIDS

Ingevolge artikel 10(1) van die Wet moet die Suid-Afrikaanse Menseregtekommissie in elke amptelike taal 'n gids opstel wat sodanige inligting moet bevat soos wat redelikerwyse verlang mag word deur 'n persoon wat enige reg wil uitoefen wat in die Wet beoog word. Wanneer dit beskikbaar word, sal hierdie gids gratis te leen by die Registrateur van Rhodes-universiteit bekombaar wees.

4. VERSOEKE OM TOEGANG TOT INLIGTING

4.1 Alle persone wat aansoek wil doen om toegang tot dokumente wat deur Rhodes-universiteit bewaar word, kan die voorgeskrewe aansoekvorm by die kantoor van die Registrateur bekom by die adres soos gemeld in paragraaf 2.2 hierbo.

4.2 Dokumente wat deur Rhodes-universiteit bewaar word, ressorteer onder die volgende hoofkategorieë:

Sakelyste en notules van Raad- en Senaatsvergaderings en van die komitees wat deur die Raad en Senaat aangestel is, asook gepaardgaande dokumentasie; Studentedossiers;

Volledige finansiële verslae wat in ooreenstemming is met algemeen-aanvaarde rekenkundige praktyk;

Werknemersdossiers;

Biblioteekmateriaal;

Briewewisseling ten opsigte van enige van die bogenoemde.

5. DIE VERSOEKPROSEDURE

5.1 Die aansoeker moet voldoen aan alle prosedurevereistes soos bevat in die Wet met betrekking tot versoeke om toegang tot dokumente.

5.2 Die aansoeker moet die voorgeskrewe aansoekvorm wat by die Registrateur bekombaar is, voltooi en dit tesame met betaling van 'n versoekfooi aan die Registrateur by die adres soos in paragraaf 2.2 hierbo vermeld, voorlê.

5.3 Die Registrateur sal poog om die verlangde dokument uit te ken en te vind, en om sodanige redelike hulp aan die aansoeker te verleen sodat laasgenoemde

ingevolge die bepalings van artikel 19 van die Wet toegang tot die betrokke dokument kan kry.

6. DIENSTE BESKIKBAAR AAN LEDE VAN DIE PUBLIEK

'n Omvattende lys dienste verskyn in die Rhodes-universiteitsjaarboek wat jaarliks uitgegee word en wat kosteloos by die Registrateur by die adres soos in paragraaf 2.2 hierbo gemeld word, bekombaar is.

7. DEELNAME AAN BELEIDMAKENDE OF BESLUITNEMINGSINSTANSIES VAN DIE UNIVERSITEIT

7.1 Studente en personeellede mag ingevolge die bepalings van die Wet op Hoër Onderwys, Wet 101 van 1997, soos gewysig, asook ingevolge interne prosedures soos van tyd tot tyd ooreengekom met amptelike verteenwoordigers van die studente en personeel, deelneem aan die beleidmakende en besluitnemingsprosesse van die Universiteit.

7.2 Ander belanghebbende persone mag hul kommentaar of voorstelle skriftelik aan die Registrateur rig by die adres soos in paragraaf 2.2 hierbo gemeld is.

8. REGSMIDDELS BESKIKBAAR TEN OPSIGTE VAN OPTREDE OF PLIGSVERSUIM DEUR DIE UNIVERSITEIT

8.1 'n Student of 'n lid van die publiek mag skriftelik 'n klagte by die Registrateur indien.

8.2 Die Universiteit se interne griewe-prosedure kan deur personeellede gebruik word.

8.3 Indien die klagte betrekking het op optrede of pligsversuim ingevolge die Wet op die Bevordering van Toegang tot Inligting Wet, Wet 2 van 2000, mag die klaer sodanige stappe doen soos in artikels 74 tot 82 van hierdie Wet beoog word.

9. ANDER INLIGTING

Om enige ander inligting wat nie in hierdie handleiding bevat is nie te bekom, kan die Inligtingsbeampte of die Adjunk-inligtingsbeampte by die adres wat in paragraaf 2.2 hierbo gemeld is, genader word.

Alternatiewelik kan die Rhodes-universiteitswebwerf by <http://www.ru.ac.za> besoek word.

Hierdie handleiding is ook in Engels en isiXhosa beskikbaar by <http://www.ru.ac.za>

Hierdie handleiding sal jaarliks bygewerk word.