UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

IMANYUWALI YE-PAIA

Iqulunqwe ngokwemimiselo yecandelo 14 lePromotion of Access to Information Act 2 ka-2000 (njengoko ilungisiwe)

UMHLA WOKUQULUNQWA: 01/02/2022
UMHLA WOKUHLAZIYWA: 01/05/2024

ITHEYIBHILE YEZIQULATHO

1. ULUHLU LWEZIFINYEZO NEZISHUNQULELO 3

2. INJONGO YALE MANYUWALI YE-PAIA 3

3. UKUSEKWA KWEYUNIVESITHI YASEKAPA 4

4. UKUMISWA NEMISEBENZI YEYUNIVESITHI YASEKAPA 6

5. IINKCUKACHA ZOQHAGAMSHELWANO EZIPHAMBILI ZOKUFIKELELA KWIINKCUKACHA ZEYUNIVESITHI YASEKAPA 7

6. IINGCACISO ZAWO ONKE AMANYATHELO EZISOMBULULO AFUMANEKAYO NGOKUPHATHELELE KWISENZO OKANYE KUKUSILELA UKWENZA INTO KWEYUNIVESITHI YASEKAPA 7

7. ISIKHOKELO SENDLELA YOKUSEBENZISA I-PAIA NENDLELA YOKUFUMANA UFIKELELO KWESI SIKHOKELO 9

8. INGCACISO YEMIBANDELA I-UCT EGCINE IIREKHODI NGAYO KUNYE NEENDIDI ZEEREKHODI EZIGCINWE YIYUNIVESITHI YASEKAPA 11

9. ISAZISO SAMVANJE MAYELANA NEENDIDI ZEEREKHODI ZEYUNIVESITHI YASEKAPA EZIFUMANEKAYO NGAPHANDLE KWESIDINGO SOKUBA UMNTU ACELE UKUFIKELELA 13

10. IINKONZO EZIFUMANEKAYO KUMALUNGU OLUNTU EZIVELA KWIYUNIVESITHI YASEKAPA NENDLELA YOKUFUMANA UFIKELELO KWEZO NKONZO 13

11. UKUBANDAKANYEKA KOLUNTU EKUMISELWENI KOMGAQO-NKQUBO OKANYE UKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZIWA KWEMISEBENZI YIYUNIVESITHI YASEKAPA 14

12. UKUSETYENZWA KWEENKCUKACHA ZOBUQU 14

13. IZICELO 22

14. IINTLAWULO 24

15. UKUFUMANEKA KWEMANYUWALI 24

16. UKUHLAZIYWA KWEMANYUWALI 25

1. ULUHLU LWEZIFINYEZO NEZISHUNQULELO ZAMAGAMA

1.1	**U-"COO"**	NguChief Operating Officer (iGosa leZemisebenzi eliPhezulu)
1.2	**U-"DIO"**	NguDeputy Information Officer (uSekela weGosa leeNkcukacha);
1.3	**U-"DVC"**	NguDeputy Vice-Chancellor (uSekela weVice-Chancellor)
1.4	**U-"IO"**	NguInformation Officer (iGosa leeNkcukacha);
1.5	**U-"Mphathiswa"**	NguMinister of Justice and Correctional Services (uMphathiswa weeNkonzo zoBulungisa nezoLwaluleko);
1.6	**U-"PAIA"**	NguPromotion of Access to Information Act No. 2 of 2000 (as Amended) (uMthetho wokuKhuthaza uFikelelo kwiiNkcukacha wesi-2 ka-2000 (njengoko ulungisiwe);
1.7	**U-"POPIA"**	NguProtection of Personal Information Act No.4 of 2013 (uMthetho woKhuselo lweeNkcukacha zoBuqu wesi-4 ka-2013);
1.8	**U-"Mlawuli"**	NguInformation Regulator (uMlawuli weeNkcukacha)
1.9	**U-"UCT"**	Ngu-University of Cape Town (iYunivesithi yaseKapa)
1.10	**U-"VC"**	NguVice-Chancellor

2. INJONGO YALE MANYUWALI YE-PAIA

Le Manyuwali ye-PAIA iluncedo eluntwini ukuze-

2.1 kuhlolwe uhlobo lweerekhodi ekusenokuba sele zifumaneka kwiYunivesithi (e-UCT), ngaphandle kwesidingo sokuba kungeniswe isicelo esisesikweni se-PAIA;

2.2 kuqondwe indlela yokwenza isicelo sokufikelela kwirekhodi ye-UCT;

2.3 kufikelelwe kuzo zonke iinkcukacha zoqhagamshelwano ezifanelekileyo zaba bantu baya kulunceda uluntu ngeerekhodi oluneenjongo zokufikelela kuzo;

2.4 kwaziwe onke amanyathelo ezisombululo afumanekayo e-UCT mayelana nezicelo zokufikelela kwiirekhodi, ngaphambi kokuba kuyiwe kuMlawuli okanye eziNkundleni;

2.5 ingcaciso yeenkonzo ezifumanekayo kumalungu oluntu ezibonelelwa yi-UCT, kunye nendlela yokukwazi ukufikelela kwezo nkonzo;

2.6 ingcaciso yesikhokelo sendlela yokusebenzisa i-PAIA, njengoko ihlaziyiwe nguMlawuli kunye nendlela yokukwazi ukufikelela kuyo;

2.7 ukuba i-UCT iza kusebenza ngeenkcukacha zobuqu, injongo yokusebenza ngeenkcukacha zobuqu kunye nengcaciso yeendidi zemiba yeenkcukacha kunye nenkcazelo okanye neendidi zenkcazelo ezinxulumene nazo;

2.8 kwaziwe ukuba i-UCT iye yacwangcisa ukugqithisela okanye ukusebenza iinkcukacha zobuqu ngaphandle kweRiphablikhi yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli abasenokubonelelwa ngezi nkcukacha zobuqu; kwaye

2.9 kwaziwe ukuba ingaba i-UCT inamanyathelo ezisombululo zokhuseleko afanelekileyo kusini na okuqinisekisa ubumfihlo, ukunyaniseka kunye nokufumaneka kweenkcukacha zobuqu eziza kusetyenzwa.

3. UKUSEKWA KWEYUNIVESITHI YASEKAPA

I-UCT liziko lemfundo ephezulu likawonke-wonke njengoko kumiselwe kwiHigher Education Act, No. 101 ka-1997, njengoko ilungisiwe. Le Yunivesithi inikeza ngeenkonzo zokufundisa, uphando kunye neenkonzo zoluntu. Ulawulo lwangaphakathi e-UCT lumiselwe ngokwemimiselo yeHigher Education Act ka-1997 kunye neStatute of the University of Cape Town (uMthetho weYunivesithi yaseKapa) njengoko upapashiwe phantsi kweGovernment Gazette yowe-20 September 2002, njengoko ilungisiwe, emva ngoko (ngowe-24 January 2020 kwiGovernment Gazette No 41, kwiGovernment Gazette

No 42967 kwaye ilungisiwe phantsi kweGovernment Gazette No 45954, iGovernment Notice No 1793 yange-25 February 2022).

Umthetho wase-UCT ungafunyanwa kwiwebhusayithi yase-UCT ku-
http://www.uct.ac.za/ okanye kule webhupheyiji yase-UCT: https://uct.ac.za/about-uct-governance/legislation. Le webhupheyiji iqulathe iilinki ezikusa kuMthetho weziko lase-UCT, nakwimigaqo yeziko ethile ethatyathelwe liBhunga leYunivesithi. Eminye imigaqo yeziko kunye nemigaqo-nkqubo nayo ingafunyanwa kwezi linki zingentla.

3.1. Omakufezekiswe/uMyalelo

Umbono

Kukuba yiyunivesithi yaseAfrika ejolise kuphando equka wonke ubani nezibandakanyayo, evuselela ubuchule ngeemfezekiso ezigqwesileyo zokufunda, ukufumanisa iindlela ezintsha nokuba ngummi; iphucule ubomi babafundi nabasebenzi, iqhubele phambili indlela yokuhlalisana ngokulinganiselweyo nangendlela ethwalekayo kunye nokuba nefuthe kwicandelo lezemfundo ephezulu.

Ubizo

I-UCT izinikele ekuzibandakanyeni kwimiba ephambili kubomi bethu ngokwendalo nangokwezentlalo ngokufundisa ngokugqwesileyo, ukwenza uphando kunye nenkxaso-mali yabafundi abagqwesayo. Sifuna ukuqhubela phambili isimo kunye nokwahluka kwenkxaso-mali yabafundi abagqwesayo eAfrika ngokumisela intsebenziswano ephezulu kweli lizwekazi liphela, nakumazwe asakhasayo aziwa njengeglobal south kunye nakwihlabathi liphela.

I-UCT ibonelela ngendawo yoongqondo-ngqondo enodlamko nenenkxaso, netsala kwaye idibanise abantu abavela ehlabathini liphela.

Injongo yethu kukuvelisa abanezidanga kunye neenkokeli zexesha elizayo eziza kuba nefuthe apha ekhaya nasehlabathini liphela. Iimpepha zethu ziyasebenza apha ekhaya kwaye zinendumase kumazwe ngamazwe, zisekelwe kwiinqobo zokuba ngabemi abazibandakanyayo kunye nobulungisa kwezentlalo. Inkxaso-mali yethu yabafundi abagqwesayo kunye nophando, inefuthe elihle kuluntu lwethu nakwindawo yethu.

Siya kuhlala siqhubela phambili iinguqu ngaphakathi kwiYunivesithi yethu nangaphaya kwayo, sikhuthaze isiko leziko eliquka wonke umntu nelamkela abantu abaneemvelaphi ezahlukileyo.

4. UKUMISWA KUNYE NEMISEBENZI YEYUNIVESITHI YASEKAPA

Le Yunivesithi liziko lemfundo ephezulu elasekwa ngokwemimiselo yeHigher Education Act, 1997 (Act No. 101 ka-997) (i-“HEA”). Ukumiswa kolawulo lwaseYunivesithi kumi ngale ndlela ilandelayo:

4.1. Ukumiswa

Ngokwemimiselo yeCandelo 26 leHigher Education Act kunye neCandelo 3 leStatute of the University of Cape Town, le Yunivesithi iqulathe –

a) ichancellor
b) ivice chancellor
c) usekela vice chancellors
d) ibhunga
e) isenate
f) ikomiti yeziko
g) i-SRC
h) intlangano yengqungquthela
i) abafundi
j) abasebenzi; kunye
k) nezinye iikomiti neeofisi njengoko kusenokumiselwa ngumthetho weziko.

4.2 Imisebenzi

Imisebenzi engundoqo yeYunivesithi kukufundisa, ukufunda, uphando kunye nokusabela kwezentlalo ezinxulumene noku.

5. IINKCUKACHA ZOQHAGAMSHELWANO EZIPHAMBILI ZOKUFIKELELA KWIINKCUKACHA ZEYUNIVESITHI YASEKAPA

5.1. IOfisi kaZwelonke/ePhezulu

Idilesi yeposi	UCT, Private Bag X3, Rondebosch, 7701
Idilesi yesitalato	Bremner Building, Lovers' Walk, Rondebosch
Ifowuni	021 650 2115/6
I-imeyile	vc@uct.ac.za registrar@uct.ac.za
Iwebhusayithi	www.uct.ac.za

5.2. IGosa leeNkcukacha

Igama nefani	Prof Daya Reddy
Isikhundla	Vice-Chancellor neNqununu
Idilesi yeposi	Private Bag X3, Rondebosch, 7701
Idilesi yesitalato	Bremner Building, Lovers' Walk, Rondebosch
Ifowuni	021 6502155
I-imeyile	vc@uct.co.za

IRejistra kunye neChief Operating Officer (i-COO), kunye nabaphi na abanye abantu abachongiweyo ukuba basebenze njengoSekela weGosa leeNkcukcha ngokwemimiselo yamagunya nemisebenzi egqithiselwe kubo nguVice-Chancellor.

Izicelo ngokwemimiselo yePromotion of Access to Information Act (PAIA) kufanele zithunyelwe kuSekela weGosa leeNkcukacha (iDeputy Information Officers – i-DIOs) elidweliswe ngezantsi.

5.3. USekela we(ama)Gosa leeNkcukacha

Igama nefani	Royston Pillay
Isikhundla	Registrar
Idilesi yeposi	Private Bag X3, Rondebosch, 7701
Idilesi yesitalato	Room 201, Bremner Building, Lovers' Walk, Rondebosch

Ifowuni	021 650 2115/6
I-imeyile	registrar@uct.ac.za

Igama nefani	Mughtar Parker
Isikhundla	Chief Operating Officer (COO)
Idilesi yeposi	Private Bag X3, Rondebosch, 7701
Idilesi yesitalato	Meulenhof Building, 93, 96 Main Road, Mowbray
Ifowuni	0216509111
I-imeyile	coo@uct.ac.za

6. INGCACISO YAWO ONKE AMANYATHELO EZISOMBULULO AFUMANEKAYO MAYELANA NESENZO OKANYE UKUSILELA UKWENZA INTO KWEYUNIVESITHI YASEKAPA

Amanyathelo ezisombululo mayelana nasiphi na isenzo okanye ukusilela ukwenza into kwe-UCT:

a. **Amalungu abasebenzi** angasebenzisa inkqubo yezikhalazo yangaphakathi kule Yunivesithi ukuze afake isikhalazo.

b. Abafundi kumele balandele iinkqubo zezikhalazo kunye nezibheno zabafundi njengoko zidandalazisiwe kwiincwadana eziphatheka esandleni ezikhutshwa minyaka le ezifumaneka ku-http://www.uct.ac.za/.

Ukuba isikhalazo sisaqhubeka nokungakonelisi, abenzi bezikhalazo basenezinto abanokukhetha kuzo, enye kukufaka isikhalazo kuMlawuli weeNkcukacha okanye bafune isisombululo ngokwenza isicelo kwiNkundla enamagunya okuxazulula loo mbandela (jonga amanyathelo ngezantsi).

c. Isikhalazo esiya kuMlawuli weeNkcukacha okanye nawuphi na umnyango wolawulo:

Ukungenisa isikhalazo kuMlawuli weeNkcukacha malunga ne-UCT, gcwalisa i**FOMU 5** (ifomu yeSikhalazo) kwiwebhusayi yoMlawuli weeNkcukacha ethi

https://inforegulator.org.za/paia-forms/ okanye jonga iSihlomelo A esincanyathelisiweyo.

Gwalisa i**FOMU 5** uze uyithumele kule dilesi yeimeyile ilandelayo: PAIAComplaints@infoRegulator.org.za okanye gcwalisa ifomu onlayini kule linki ingentla.

d. Yiya kwiNkundla enegunya lokuxazulula lo mbandela ukuze ufumane isisombululo esifanelekileyo:

Ukuba onke amanyathelo esisombululo asetyenzisiwe, umenzi wesikhalazo usenokuqalisa inkqubo yezomthetho yokusa i-UCT enkundleni kwinkundla enamagunya ngalo mbandela.

7. ISIKHOKELO MALUNGA NENDLELA YOKUSEBENZISA I-PAIA KUNYE NENDLELA YOKUFIKELELA KWESI SIKHOKELO

7.1. UMlawuli uye, ngokwemimiselo yecandelo 10(1) le-PAIA, wasihlaziya kwaye wasenza safumaneka iSikhokelo esihlaziyiweyo malunga nendlela yokusebenzisa i-PAIA ("iSikhokelo"), ngemo nangendlela evakala lula, njengoko kunokulindeleka ukuba sifunwe ngumntu onomnqweno wokusebenzisa naliphi na ilungelo ekubhekiswa kulo kwi-PAIA nakwi-POPIA.

7.2. Esi Sikhokelo siyafumaneka ngolwimi ngalunye kwezo zisesikweni.

7.3. Esi Sikhokelo sikhankanywe ngaphambili siqulathe ingcaciso yoku-

7.3.1. ekujoliswe kuko yi-PAIA ne-POPIA;

7.3.2. idilesi yeposi neyesitalato, inombolo yefowuni neyefeksi kunye, ukuba iyafumaneka, nedilesi yeimeyile yaba-

7.3.2.1. iGosa leeNkcukacha yawo onke amaqumrhu ezoluntu; kunye

7.3.2.2. noSekela weGosa leeNkcukacha ngamnye wequmrhu lezoluntu ngalunye elichongiweyo ngokwemimiselo yecandelo 17(1) le-PAIA kunye necandelo 56 le-POPIA.

7.3.3. indlela kunye nobume besicelo sokufikelela kwirekhodi yequmrhu lezoluntu ekubhekiswa kuyo kwicandelo 11.

7.3.4. uncedo olufumanekayo kwiGosa leeNkcukacha lequmrhu lezoluntu ngokwemimiselo ye-PAIA kunye ne-POPIA;

7.3.5. uncedo olufumanekayo kuMlawuli ngokwemimiselo ye-PAIA kunye ne-POPIA;

7.3.6. onke amanyathelo ezisombululo ngokwasemthethweni ayafumaneka mayelana nesenzo okanye nokusilela ukwenza into ngokuphathelele kwilungelo okanye uxanduva olunikezwe okanye olumiselwe yi-PAIA kunye ne-POPIA, kunye nendlela yokungenisa-

7.3.6.1. isibheno sangaphakathi;

7.3.6.2. isikhalazo kuMlawuli; kunye

7.3.6.3. nesicelo enkundleni sokulwa isigqibo segosa leenkcukacha lequmrhu lezoluntu, isigqibo sesibheno sangaphakathi okanye isigqibo soMlawuli;

7.3.7. amagatya ecandelo 14 le-PAIA afuna iqumrhu lezoluntu, liqulunqe imanyuwali, kunye nendlela yokufikelela kuloo manyuwali;

7.3.8. amagatya ecandelo 15 le-PAIA abonelela ngokuvezwa ngokuzikhethela kweendidi zeerekhodi liqumrhu lezoluntu;

7.3.9. isaziso esikhutshwe ngokwemimiselo yecandelo 22 le-PAIA mayelana neentlawulo ekufanele zihlawulwe ngokuphathelele izicelo zokufikelela; kunye

7.3.10. nemigaqo eyenziwayo ngokwemimiselo yecandelo 92 le-PAIA.

7.4. Amalungu oluntu angahlola okanye enze iikopi zeSikhokelo kwiofisi yase-UCT, kuquka iofisi yoMlawuli, ngexesha leeyure zomsebenzi.

7.5. Esi Sikhokelo sinakho nokufunyanwa-

7.5.1. xa sicelwa kwiGosa leeNkcukacha lase-UCT, kusetyenziswa i**FOMU 1** (Cela ikopi yesi Sikhokelo kwiGosa leeNkcukacha) efumaneka apha:

https://inforegulator.org.za/paia-forms/ okanye yijonge incanyathiselwe njengesihlomelo B

7.5.2. xa sicelwa kuMlawuli weeNkcukacha, ngokuthumela i**FOMU 1** (Cela ikopi yesi Sikhokelo kuMlawuli) efumaneka ku-https://inforegulator.org.za/paia-forms/ okanye yijonge incanyathiselwe njengesihlomelo C (PAIACompliance@infoRegulator.org.za); kunye

7.5.3. nakwiwebhusayithi yoMlawuli (https://inforegulator.org.za/paia-guidelines/).

8. INGCACISO YEMIBANDELA I-UCT EGCINA IIREKHODI NGAYO KUNYE NEENDIDI ZEEREKHODI EZIGCINWE YIYUNIVESITHI YASEKAPA

Imibandela iqumrhu eligcina iirekhodi ngayo	Iindidi zeerekhodi ezigciniweyo ngombandela ngamnye
Amaxwebhu eqhinga loshishino, izicwangciso, iiprophowuzali	Iingxelo zonyaka, isicwangciso seqhinga loshishino, isicwangciso sentsebenzo yonyaka
ULawulo lweQumrhu	Izicwangciso zenkampani nezoshishino, uxwebhu lwentsebenziswano, imigaqo-nkqubo kunye neenkqubo
Ezemali	Iibhajethi, iingxelo zezemali, iirekhodi zeetranzekshini, izivumelwano nababoneleli-nkonzo, izivumelwano zeenkonzo, izivumelwano zentsebenziswano, izivumelwano namaqabane, izivumelwano zenkxaso-mali, iirekhodi zamalizo (zenkxaso-mali yabafundi abagqwesayo, zeebhasari, zeegranti kunye namalizo), amaxwebhu eethenda, iikhontrakthi nababoneleli beenkonzo, iingxelo zonyaka zeziko, iirekhodi zerhafu, ukungeniswa kweefomu zerhafu, izatifikethi zokuxolelwa kwiimfuneko, iipolisi zeinshorensi, iingxelo zohlolo lwekhredithi, iirekhodi zeinshorensi
EzeSebe lezaBasebenzi (iHuman Resources)	Imigaqo-nkqubo kunye neenkqubo zakwa-HR, izithuba eziadvethayiziweyo, izicwangciso zophuhliso lwezakhono kunye noqeqesho, izicwangciso neenkcukacha-manani ze-Employment equity, iirekhodi zaBasebenzi
ITekhnoloji yezeeNkcukacha	Iilog zezehlo zesistimu, iilog zentsebenzo yesistimu, uhlolo lokulondolozwa kwesistimu, ulwakhelo lwesistimu, iirekhodi zoluhlu lwezixhobo zobuchwepheshe, iirekhodi zolondolozo kunye

Imibandela iqumrhu eligcina iirekhodi ngayo	**Iindidi zeerekhodi ezigciniweyo ngombandela ngamnye**
	nezicwangciso zezixhobo, izintlu zolawulo lokufikelela, iingxelo zezehlo zokhuseleko, izicwangciso zokugcinwa kweenkcukacha zenkxaso, iilayisensi zesoftwe, iimanyuwali zabasebenzisi kunye neemfuneko zobuchwepheshe, ukwakhelwa kwefirewall, iilog zesistimu, iirekhodi zokulahlwa kwempahla ye-IT, iMigaqo-nkqubo ye-ICT kunye neemanyuwali zeenkqubo
Imanyuwali	Imanyuwali ye-PAIA
Ezolawulo	Imizuzu yeentlanganiso, iiajenda, izicwangciso zeentlanganiso, ushicilelo lweentlanganiso ezibanjwa ngeintanethi, iikopi eziselugcinweni
Upapasho	Amaphepha-ndaba, iijenali, iinkqubo, iingxelo, iincwadi zeefoto zonyaka, iikhalenda, izikhokelo, iitheses needissertation
Inkxaso-mali kunye nentsebenziswano	Izivumelwano zenkxaso-mali yabagqwesayo kunye neegranti, iirekhodi zoncedo lwezemali, izivumelwano zeegranti zophando, iiprophowuzali zenkxaso-mali, izivumelwano zotshintshiselwano, iirekhodi zotshintshiselwano ngabafundi, izivumelwano zentsebenziswano, iirekhodi zamaqabane ezophando
Ezokumaketha	Iimatheriyali zeepromowushini, ukhankaso lweentengiso, iinyuzileta, izicwangciso zemicimbi nopapasho, amaphetshana ahanjiswayo, imifanekiso eneenkcukacha, iibhrowutsha, iiflaya, iirekhodi zokhankaso lwesoshiyali midiya, iirekhodi zemicimbi yokumaketha (iiopen house, ukhenketho lweekhampasi, imiboniso yokugaya abafundi)
Amaqela angamanye, ababoneleli kunye nabathengisi bemveliso/iinkonzo	Iinkcukacha zoqhagamshelwano, izivumelwano namaqabane, izivumelwano zokungavezwa kweenkcukacha (zabaxhasi ngemali, zabanikeza ngamalizo, zabo kusetyenziswana nabo, zabaxumi), imimiselo yeentlawulo kunye neenkcukacha zeentlawulo, iikhathalogu zemifanekiso, iingcaciso zeenkonzo
Ukufundisa nophando	Isilabhasi yeekhosi, amanqaku eelektsha, ushicilelo, iiprophowuzali zophando, iinkcukacha ezimataniswayo zophando, upapasho lwezemfundo, amaphepha ophando, izicwangciso zophuhliso lwezemfundo, iirekhodi zokunikezwa kweekhredithi, izicelo zemigaqo yokuziphatha yophando, izigqibo zeekomiti
Ukufunda nophuhliso	Izicwangciso zophuhliso lwezakhono kunye noqeqesho, uphando lweembono, uhlolo

Imibandela iqumrhu eligcina iirekhodi ngayo	Iindidi zeerekhodi ezigciniweyo ngombandela ngamnye
	lokuhlalutya izakhono ezingekhoyo, udandalaziso lwekharityhulam, iincwadana eziphathwa esandleni, iimanyuwali, iimodyuli zokufunda kwi-intanethi, iirejista zokuya kuqeqesho, iilog zokuthatha inxaxheba, uhlolo lwasemva koqeqesho, izatifikethi zoqeqesho, iinkcukacha zeekhwalifikheyishini, iirekhodi zokulandelela i-CPD, ukuqokelelana kweekhredithi ze-CPD, iinkcukacha-manani zokusetyenziswa kwe-LMS, imilinganiselo yokugqitywa kwekhosi, izivumelwano zeinternship, iimfuno zoqeqesho zezolawulo
Abafundi bangaphambili	Oovimba bababafundi bangaphambili, iinkcukacha zoqhagamshelwano, iimpendulo zophando lweembono, uhlaziyo lwabafundi bangaphambili, iinyuzileta, abamkeli bamabhaso abafundi bangaphambili, iinkcukacha zombhiyozo wamabhaso, iirekhodi zamalizo abafundi bangaphambili, iirekhodi zamaphulo onxibelelwano lwabafundi bangaphambili, iinkcukacha zeqonga labafundi bangaphambili elionlayini.
IiRekhodi zaBafundi	Iifomu zezicelo, iziphumo zezemfundo, iirekhodi zenkqubela ngokwemfundo, amaxwebhu oncedo ngezemali, iindawo zokuhlala zabafundi.

9. ISAZISO SAMVANJE MALUNGA NEENDIDI ZEEREKHODI ZEYUNIVESITHI YASEKAPA EZIFUMANEKAYO UMNTU ENGAKHANGE ENZE ISICELO SOKUFIKELELA

Ukuza kuthi ga ngoku, akukho saziso sipapashiweyo.

Iinkcukacha ezifumanekayo eluntwini zifumaneka kwiwebhusayithi yase-UCT ethi http://www.uct.ac.za/.

10. IINKONZO EZIFUMANEKAYO KUMALUNGU OLUNTU KWIYUNIVESITHI YASEKAPA KUNYE NENDLELA YOKUFUMANA UFIKELELO KWEZO NKONZO

Unakho ukufumana uluhlu olupheleleyo lweenkonzo kwiincwadana eziphatheka ngesandla ezikhutshwa minyaka le zeYunivesithi apha https://www.uct.ac.za/students/study-uct-handbooks/handbooks.

Olu luhlu luquka iinkonzo ezinxulumene neendawo zokuhlala zabafundi, inkxaso yabafundi, iikhwalifikheyishini, iikhosi ezimfutshane, inkxaso-mali kunye noncedo ngemali.

11. UKUZIBANDAKANYA KOLUNTU EKUQULUNQWENI KOMGAQO-NKQUBO OKANYE KUKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZIWA KWEMISEBENZI YIYUNIVESITHI YASEKAPA

Abafundi kunye nabasebenzi bathatha inxaxheba kwiinkqubo zemigaqo-nkqubo nezokuthatha izigqibo zeYunivesithi yaseKapa ngokuhambelana necandelo 14(g) leHigher Education Act 101 ka-1997, njengoko ilungisiwe, nangokwemimiselo yeenkqubo zangaphakathi njengoko kuvunyelenwe nabameli babafundi kunye nabasebenzi kumaxesha ngamaxesha.

IBhunga lilawula iYunivesithi kwaye limiswe ngokuhambelana namagatya e-“HEA” kunye noMthetho weYunivesithi yaseKapa (i-UCT Statute). Ama-60 ubuncinane bamalungu kumele abe ngabantu abangengobasebenzi okanye abafundi. I-“HEA” kunye ne-UCT Statute ziquka abantu abathathu abachongwe nguMphathiswa weZemfundo ePhezulu, umntu omnye ochongwe yiNkulumbuso yeNtshona Koloni, umntu ommye ochongwe liBhunga leSixeko saseKapa, abantu abathandathu abachongwe yingqungquthela yase-UCT, kunye nabantu ababini abachongwe ngabaxhasi ngemalil.

Abanye abantu abanomdla basenokungenisa izimvo zabo kunye neziphakamiso ngembalelwano kwiRejistra kule dilesi ikhankanywe kumhlathi wesi-5 ngasentla.

12. UKUSETYENZWA KWEENKCUKACHA ZOBUQU

12.1 IiNjongo zokuSetyenzwa

I-UCT isebenza iinkcukacha zobuqu zemibandela yeenkcukacha eziphantsi konakekelo lwayo ngezi ndlela zilandelayo:

12.1.1 Abafundi:

- I-UCT isebenzisa iinkcukacha zabenzi bezicelo ukwenza isigqibo malunga nezicelo zabafundi nangeenjongo zocwangciso lwangaphakathi. Ezinye zeenkcukacha abenzi bezicelo abazichazela i-UCT kumele zingqinisiswe kwaye iYunivesithi isenokusebenzisa umboneleli weenkonzo ongomnye ukunceda

ngokungqinisisa. I-UCT isebenzisa iinkcukacha zabenzi bezicelo nezabafundi ukwenza iprofayile yeziko ukuze ifumane inkxaso-mali kurhulumente.

- I-UCT isebenzisa iinkcukacha zoqhagamshelwano zabafundi ukuze ibabonelele ngeenkcukacha ezibalulekileyo.
- I-UCT isebenzisa iinkcukacha malunga nokukhubazeka kwabafundi ukuze ibancedise kwaye ibaxhase.
- I-UCT isebenzisa iinkcukacha zabafundi ukuze ihambise iinkonzo abafundi abazibhaliseleyo. Umzekelo, i-UCT kumele ithungelane nabafundi kwaye ibahlawulise, ibonelele ngokutya kwiindawo zokuhlala abafundi kwaye isebenze izicelo zokugqibezela ngelinye ixesha okanye zokuvunyelwa zingahambi iiklasi.
- I-UCT isenokusebenzisa iinkcukacha zabafundi ukuze ibagcine bekhuselekile. Umzekelo, i-UCT iqokelela iinkcukacha zebhayometrikhi (ezifana neefingaprinti) ukuze inike abafundi ufikelelo kwizakhiwo ezisekhampasini. I-UCT ikwabeka esweni iikhampasi zayo ngeekhamera ze-CCTV. Ukuba kukho izehlo zokhuseleko, ezifana nokurhanelwa kokuba, uhlaselo okanye urhwaphilizo, i-UCT iya kwabelana ngezi nkcukacha kunye namapolisa.
- I-UCT isebenzisa iinkcukacha zoqhagamshelwano zabafundi ukuze ibathumele iinkcukacha zokumaketha ukuba abafundi babhalisele nakuphi na ukumaketha.
- I-UCT iza kusebenzisa iifoto zabafundi ukwenzela ukumaketha, kodwa iYunivesithi iya kufumana imvume yabafundi ngaphambi kokuba isebenzise iifoto zomntu ngamnye.

12.1.2 **Abenzi bezicelo zomsebenzi:**

- I-UCT isebenzisa iinkcukacha zabenzi bezicelo zomsebeni ukuze ihlole, iphendule kwaye ilungiselele izicwangciso zohambo kunye nendawo yokuhlala ukwenzela udliwano-ndlebe.
- I-UCT isebenzisa iinkcukacha malunga nohlanga, ubuni, ukukhubazeka kunye nobuzwe babenzi bezicelo ukuze iphumeze isicwangciso se-employment equity seYunivesithi phantsi komthetho iEmployment Equity Act.
- I-UCT kusenokufuneka isebenzise amaqela angamanye ukungqinisisa iinkcukacha zabenzi bezicelo zomsebenzi ngokuqhagamshelana neereferensi ababonelele ngazo nokungqinisisa iikhwalifikheyishini. Ngezikhundla ezithile, i-UCT isenokwenza uhlolo lwezolwaphulo-mthetho nolwekhredithi.

12.1.3 **Abasebenzi:**

- I-UCT isebenzisa iinkcukacha zabasebenzi ukuze ilawule ubudlelwane phakathi kwabasebenzi neYunivesithi ngokweekhontrakthi zabo zengqesho, ukuze iqhube ushishino lweYunivesithi, kunye nokuthobela izibophelelo zezomthetho. Umzekelo, ukuphumeza isicwangciso se-employment equity yase-UCT phantsi komthetho iEmployment Equity Act.
- I-UCT isebenzisa iinkcukacha zezempilo ukuze ithobele imigaqo yezempilo nokhuseleko kwaye isenokufuna iinkcukacha zezempilo ukuze ilawule ikhefu lokugula, ukufikelela kwiibhenefithi kunye neemfuno zokuthatha uhambo.
- I-UCT isenokuqhewula kwaye ibeke esweni naluphi na uthungelwano olwenzeka ngelo xesha, olugciniweyo okanye oluvalelwe koovimba xa abasebenzi besebenzisa iinkonzo zothungelwano zase-UCT.
- I-UCT isenokudinga ukusebenzisa amaqela angamanye ukunceda ukungqinisisa ezinye zeenkcukacha abasebenzi ababelana ngazo ne-UCT, umzekelo, ukuqinisekisa iikhwalifikheyishini.
- I-UCT isenokusebenzisa iinkcukacha zabasebenzi ukuze ibagcine bekhuselekile. Umzekelo, i-UCT iqokelela iinkcukacha zebhayometrikhi (ezifana neefingaprinti) ukuze inike abasebenzi ufikelelo kwizakhiwo ezisekhampasini kwaye ibeke esweni iikhampasi ngeekhamera ze-CCTV. Ukuba kukho izehlo zokhuseleko, ezifana nokurhanelwa kokuba, uhlaselo okanye urhwaphilizo, i-UCT iya kwabelana ngezi nkcukacha kunye namapolisa.

12.1.4 **Ababoneleli beenkonzo:**

- I-UCT isebenzisa iinkcukacha zababoneleli beemveliso/beenkonzo ukuze iqukumbele iikhontrakthi kunye nabo kunye nokufezekisa izibophelelo zeekhontrakthi zabo. I-UCT ihlola zonke iinkcukacha zabo basenokuba ngababoneleli beemveliso/beenkonzo ukuze ihlole ukuthobela kwabo imigaqo-nkqubo yokuthenga yase-UCT kunye nemimiselo ye-BBBEE.
- I-UCT kumele ibonelele ngeenkcukacha ezithile njengoko kufuneka ngokwemimiselo yeHigher Education Act. Umzekelo, iHigher Education Act (imiGaqo yoKunika iiNgxelo kwamaZiko eMfundo ePhezulu) ikhuthaza onke amaziko emfundo ephezulu aseMzantsi Afrika ukuba athobele imigangatho yolawulo lweenkampani njengoko kumiselwe kwiKing Code. Ukongeza, le Act ifuna zonke iiyunivesithi zaseMzantsi Afrika zithobele imiGangatho yoKwenza iiNgxelo zeZemali yaMazwe ngaMazwe. Oku kuthetha ukuba i-UCT kumele

ingenise ingxelo yomphichothi-ncwadi ozimeleyo kwingxelo yaminyaka le yeYunivesithi eya kwiSebe leZemfundo ePhezulu noQeqesho.

- I-UCT kusenokufuneka isebenzise amaqela angamanye ukuze ancede ngokungqinisisa iinkcukacha ezithile zababoneleli beemveliso/beenkonzo ekwabelanwe ngazo neYunivesithi. Xa abaphicothi-ncwadi abazimeleyo beqhuba uphicotho lwezemali zaminyaka le, umthetho ufuna i-UCT yabelane ngeenkcukacha zababoneleli kunye nomphicothi-ncwadi ozimeleyo.

12.1.5 **Abafundi bangaphambili:**

- I-UCT isebenzisa iinkcukacha zoqhagamshelwano zabafundi bangaphambili ukunxibelelana nabo kwaye ibabonelele ngeenkonzo, kuquka iinkcukacha malunga: ne-UCT Alumni Connect; imicimbi; iindaba nopapasho; iitshapta kunye neemanyano; kunye neentlangano zengqungquthela.
- I-UCT iqokelela iinkcukacha zobuqu zabafundi bangaphambili ukuze inikeze ngeerisiti zerhafu xa aba bafundi bekhuphe amalizo okanye begqithisele iimali okanye imatheriyali kwi-UCT. I-UCT isenokupapasha amagama abafundi bangaphambili kwipheyiji ye-UCT Donor Recognition.

12.1.6 **Abaxhasi ngemali:**

- I-UCT iqokelela iinkcukacha zobuqu zabaxhasi ngemali ukuze ikhuphe iirisiti zerhafu.
- I-UCT isenokupapasha amagama abaxhasi ngemali kwipheyiji ye-UCT Donor Recognition.

12.1.7 **Abasebenzisi bewebhusayithi:**

- Xa umntu esiya kwiwebhusayithi yase-UCT, iYunivesithi iqokelela iinkcukacha zobuqu malunga nendlela abasebenzisi bewebhusayithi abasebenzisana ngayo nesayithi nabangenisa ngayo iifomu onlayini. I-UCT isebenzisa le nkcukacha ukuphendula kwizicelo kwaye iphucule iwebhusayithi yeYunivesithi.
- Xa umntu egcwalisa iifomu ezionlayini ezifumaneka kwiwebhusayithi yase-UCT, iYunivesithi isebenzisa oku ukuhlola nokuphendula iiaplikheyishini, imibuzo okanye izicelo. Xa kufanelekile, i-UCT iza kubonelela ngeenkcukacha ezongezelelweyo malunga nendlela iYunivesithi esebenzisa ngayo iinkcukacha zabasebenzisi bewebhusayithi ezikwifomu.

- I-UCT isebenzisa iikukhi ukwenza iwebhusayithi yeYunivesithi isebenze kunye nokulinganisela indlela abasebenzisi abasebenzisa ngayo le sayithi. Iikukhi ezidingekayo zenza umsebenzi ongundoqo usebenze, ofana nokhuseleko, ulawulo lwenetwekhi kunye nokufikelela kulo. I-UCT ikwasebenzisa iikukhi ukulawula izinto ezikhethwayo. Umzekelo, ukuzimelisa izaziso zeepop-up ngamaxesha athile emva kokuba zamkelwe.
- I-UCT isebenzisa isoftwe yamanani ohlalutyo ukuqokelela iinkcukacha malunga nemikhwa yabasebenzisi beewebhusayithi xa besiya kwiwebhusayithi yeYunivesithi. I-UCT isebenzisa imbonakalo edityanisiweyo yemikhwa yabasebenzisi bewebhusayithi ukuze iphucule amava abo kukonke. IYunivesithi ayibalandeleli abasebenzisi, kodwa i-UCT isebenzisa amanani ohlalutyo, uphando lweemarike kunye nobuchwepheshe bokulandelela iintengiso ezijolise kwabathile ukuze yabelane ngeenkcukacha zokusetyenziswa kwewebhusayithi ngumntu ngamnye kunye namaqela angamanye.

12.2 Ingcaciso yeendidi zemiBandela yeeNkcukacha kunye neenkcukacha okanye iindidi zeenkcukacha ezinxulumene nazo

IiNdidi zemiBandela yeeNkcukacha	IiNkcukacha zoBuqu ezinokusetyenzwa
Abafundi	Igama nefani, idilesi, umhla wokuzalwa, ubuzwe, uhlanga, ubuni, uxwebhu lwesazisi, ulwimi lwasekhaya, ipasipoti, imvume yokufunda, imvume yokuhlala ngokusisigxina, iinkcukacha zoqhagamshelwano, iimfuno zezemali, iinkcukacha zokukhubazeka, imbali yezemfundo, imbali yezengqesho, iinkcukacha zebhanki, iimfuno zendlela yokutya, ukuthatha inxaxheba kwezemidlalo nemisetyenzana yezenkcubeko, iinkcukacha zebhayometriki, iinkcukacha zoqhagamshelwano ngexesha longxamiseko, iiprofayile zabafundi, intsebenzo yomfundi kwezemfundo, iifoto, iirekhodi zezibheno kunye nolwaluleko, iingxelo ngezicelo zabafundi.
Abenzi bezicelo zomsebenzi	Igama nefani, idilesi, umhla wokuzalwa, inombolo yesazisi, uhlanga, ubuni, ukukhubazeka, iinkcukacha zoqhagamshelwano, ipemithi yokusebenza kunye nesimo sokuba ngumhlali, imbali yezengqesho, imbali yezemfundo, upapasho, uphando nobulungu, imbali yolwaluleko nolwaphulo-mthetho, uhlolo lolwaphulo-mthetho, amanqaku odliwano-ndlebe, iziphumo zohlolo lokuwazi umsebenzi neemvavanyo zesayikhometri, isishwankathelo

IiNdidi zemiBandela yeeNkcukacha	IiNkcukacha zoBuqu ezinokusetyenzwa
	sabakhethiweyo kudliwano-ndlebe, iingxelo zekomiti yokukhetha abaqeshiweyo.
Abasebenzi	Igama nefani, idilesi, umhla wokuzalwa, inombolo yesazisi, uhlanga, ubuni, ukukhubazeka, iinkcukacha zoqhagamshelwano, iinkcukacha zebhanki, iinkcukacha zezempilo, ipemithi yokusebenza kunye nesimo sokuba ngumhlali, imbali yezengqesho, imbali yezemfundo, imifanekiso neevidiyo ezinokubukelwa, abaxhamli kunye nabaxhomekekileyo kwimedikhali eyidi, ipenshini fandi neprovident fandi, upapasho, uphando nobulungu, imbali yolwaluleko nolwaphulo-mthetho, uhlolo lwentsebenzo, ukuphandwa nokwalulekwa, iirekhodi zeenkqubo zezikhalazo nezokugxothwa, iirekhodi zokuthatha inxaxheba kuqeqesho, ukwamkela nokuthobela imigaqo yokhuseleko kunye nemigaqo yemikhwa eyamkelekileyo xa kusetyenziswa iindawo zokusebenza zase-UCT, ufikelelo kwiindawo zokusebenza, okushicilelwe kwi-CCTV, ukusetyenziswa kweenkonzo zenkxaso.
Ababoneleli beemveliso/beenkonzo	Igama, amaxwebhu ezazisi, iizatifikethi zobhaliso kwi-CIPC, inombolo ye-VAT, iinkcukacha zebhanki, isatifikethi se-BBBEE, isatifikethi sokungqinisiswa kokuthotyelwa kwerhafu, isatifikethi sempilo, iireferensi zorhwebelwano, iiprofayile zeenkampani kunye nengxelo yengeniso yonyaka, ukubhengeza ungquzulwano lweemfuno, izatifikethi zecandelo loshishino, ubungqina beinshorensi, ubungqina bokubhalisa kwiqumrhu elisesikweni, iinkcukacha zeeprojekthi osebenze kuzo ngaphambili, iingxelo zezemali, iprofayile eonlayini yezicelo zethenda, iingxelo zohlolo lwethenda, imizuzu yeentlanganiso zeekomiti ezibhale phantsi izigqibo xa umboneleli wangoku okanye oza kuba ngumboneleli enikwe ithenda okanye ilisi yezoshishino, iprofayile eonlayini yabo bonke ababoneleli ababhalisileyo e-UCT abasetyenziswayo kuhlawulo kunye nezinye izinto zolawulo lwemihla ngemihla.
Abafundi bangaphambili	Igama nefani, iinkcukacha zoqhagamshelwano, iirekhodi zabazimase imicimbi, iirekhodi zabakhuphe amalizo, iiprofayile zabafundi bangaphambili, imizuzu yeentlanganiso.
Abaxhasi ngemali	Igama nefani, iinkcukacha zoqhagamshelwano.

IiNdidi zemiBandela yeeNkcukacha	IiNkcukacha zoBuqu ezinokusetyenzwa
Abasebenzisi bewebhusayithi	Iikukhi kunye nendlela isayithi esetyenziswa ngayo, okukhethwa ngabasebenzisi, zonke iinkcukacha ezivela kwiifomu ezionlayini, indlela yokuziphatha kwiiwebhusayithi zase-UCT.

12.3 **Abamkeli okanye iindidi zabamkeli abanokuthi babonelelwe ngezi nkcukacha zobuqu.**

Iindidi zeenkcukacha zobuqu	ABamkeli okanye iiNdidi zaBamkeli
Inombolo yesazisi kunye namagama ukwenzela uhlolo lolwaphulo-mthetho. Ushicilelo lweekhamera ze-CCTV okanye iinkcukacha zebhayometriki ukuba kukho izehlo zokhuseleko ezifana nokurhanelwa kokuba, uhlaselo okanye ulwaphulo-mthetho.	IiNkonzo zoBupolisa zaseMzantsi Afrika
Igama elipheleleyo, ifani, inombolo yesazisi, iinkcukacha zoqhagamshelwano, idilesi yesitalato, idilesi yeposi, nedilesi yasemsebenzini yabaqhubi beenqwelo zase-UCT ekukhutshwe iifayini ngabo.	I(ama)Sebe lamaGosa Ezendlela likaMasipala
Iikhwalifikheyishini, ukwenzela ungqinisiso lweekhwalifikheyishini	I-South African Qualifications Authority
Igama, inombolo ye-ID/yobhaliso, kunye neenkcukacha zoqhagamshelwano ukwenzela uhlolo lwekhredithi	Iikhredithi bhiyuro
Inombolo yePost-Doctoral Research Fellow, inombolo yeSazisi sazeMzantsi Afrika, iPost-Doctoral Research	ISebe leMfundo ePhezulu kunye noQeqesho

Iindidi zeenkcukacha zobuqu	ABamkeli okanye iiNdidi zaBamkeli
Fellow, iGama lekhwalifikheyishini yedoctrate oyifumeneyo, umhla oyifumene ngawo ikhwalifikheyishini yedoctorate, udidi lwe-CESM lwenkalo yokuqala (okanye esisiseko) ojolise kuyo (yekhwalifikheyishini yedoctorate), umhla wokuzalwa, ubuni, uhlanga, ubuzwe, isimo sokuba ngummi ongumhlali, ulwimi lwasekhaya, i-CESM yecandelo lophando, ikhowudi yeposi yasekhaya, isimo sokukhubazeka, iinkcukacha zokuqala ikhontrakthi, iziko ofumene kulo ikhwalifikheyishini yedoctorate, umthombo wenkxaso-mali 1 – 4 kunye nenombolo yomsebenzi.	
Umhla wokuzalwa womsebenzi, uhlanga, ubuni, ubuzwe, iikhwalifikheyishini, unyaka aqeshwe ngawo, uhlobo lwengqesho nodidi lwengqesho.	INkqubo yoLawulo lweeNkcukacha zeMfundo ePhezulu

12.4 **Ukuthunyelwa kweenkcukacha zobuqu phesheya kwemida okucwangcisiweyo**

I-UCT isenokwabelana ngeenkcukacha zobuqu nababoneleli beenkonzo, amaqabane ezophando kunye neeyunivesithi esebenzisana nazo ezikwamanye amazwe. La maqela angamanye kumele avume ukugcina iinkcukacha zobuqu zikhuselekile kwaye ziyimfihlo ngaphambi kokuba kwabelwane nawo ngezi nkcukacha. Kumele bavume kwanokusebenzisa ezi nkcukcha zobuqu kuphela ngezizathu ekwabelwene ngazo.

12.5 **INgcaciso Jikelele yaManyathelo eziSombululo zoKhuseleko lweeNkcukacha ekumele aphunyezwe liqela elinoxanduva ukuze kuqinisekiswe ubumfihlo, ukunyaniseka kunye nokufumana iinkcukacha**

12.5.1 I-UCT ihlala isebenzela ukumisela kunye nokugcina amanyathelo ezisombululo zobuchwepheshe nawenkampani afanelekileyo, awamkelekileyo okuthintela:

- ilahleko, umonakalo okanye ukutshatyalaliswa ngaphandle kwemvume kweenkcukacha zobuqu; kunye
- nofikelelo ngokungekho semthethweni kwiinkcakacha zobuqu okanye ukusetyenzwa okungekho semthethweni kweenkcukacha zobuqu.

12.5.2 I-UCT ithatha amanyathelo ezisombululo awamkelekileyo:

- okuphawula imingcipheko yangaphakathi nangaphandle eqikelelekayo kwiinkcukacha zobuqu ezisezandleni zayo neziphantsi kolawulo lwayo;
- okumisela nokugcina izinto zokhuseleko ezifanelekileyo zokulwa imingcipheko ephawuliweyo;
- okungqinisisa rhoqo ukuba izinto zokhuseleko ziphunyezwe kakuhle; kunye
- nokuqinisekisa ukuba ezi zinto zokhuseleko zihlala zihlaziywa ukusabela kwimingcipheko emitsha okanye kukusilela kwezinto zokhuseleko eziphunyezwe ngaphambili.

13. IZICELO

13.1 **Umceli**:

Umceli kumele anikwe ufikelelo kwirekhodi ye-UCT njengequmrhu likawonke-wonke, ukuba umceli uyayithobela:

- yonke imimiselo yeenkqubo ze-PAIA enxulumene nesicelo sokufikelela kuloo rekhodi; kwaye
- ukufikelela kuloo rekhodi akwaliwanga ngazo naziphi na izizathu zokwaliwa ezikhankanywe kwiAct.

13.2 **Uhlobo lwesicelo:**

Isicelo sokufikelela kwirekhodi kumele senziwe ngokugcwalisa le **FOMU 2** (ye-PAIA Regulation 7) imiselweyo. Le **FOMU 2** iyafumaneka kwiwebhusayithi yoMlawuli weeNkcukacha ku-https://inforegulator.org.za/paia-forms/ okanye jonga isihlomelo D esincanyathelisiweyo.

Umceli kumele abonise ukuba isicelo sesekopi yerekhodi kunye nesimo afuna ukufumana le kopi ngaso, okanye ukuba umceli ufuna ukuyihlola le rekhodi. (Ukuba irekhodi ayiloxwebhu, irekhodi ingabonwa ngale ndlela icelwa ngayo, ukuba kunokwenzeka ku-[s 29(2)].)

Umceli ocela ukufikelela ngendlela ethile kufanele afumane ufikelelo ngale ndlela acele ngayo ngaphandle kokuba ukunikeza ngofikelelo ngale ndlela kungaphazamisana kakubi nokuqhutywa kweYunivesithi okanye kungonakalisa le rekhodi okanye kunyashe ilungelo lokukopa. Ukuba, ngesizathu sento enokwenziwa, akunakunikezwa ngofikelelo ngale ndlela iceliweyo kodwa lunokunikezwa ngenye indlela, intlawulo kumele ibalwe ngokuhambelena nale ndlela ibicelwe ngumceli ku-[s29(3) no-(4)].

Umceli kumele abonise ukuba ufuna impendulo ebhaliweyo okanye ufuna ukuchazelwa ngesigqibo ngayo nayiphi na nye indlela, umzekelo, ngefowuni ku-[s 18(2) (e)].

Umceli kumele abonise ukuba isicelo usenza ngabuni ukuba umceli ucela le nkcazelo egameni lomnye umntu ku-[s 18(2)(f)].

Umceli ongakwaziyo ukufunda okanye ukubhala ngenxa yokukhubazeka angenza isicelo ngomlomo kwiGosa leeNkcukacha, eliya kuthi ke ngoko libe noxanduva lokugcwalisa i**FOMU 2** egameni lomceli ku-[s 18(3)].
Ukuba ukukhubazeka kuthintela umceli ukuba abone, afunde okanye amamele le rekhodi ikhankanyiweyo, iGosa leeNkcukacha kumele, ngesicelo somceli, lithathe amanyathelo awamkelekileyo okwenza le rekhodi ikhankanyiweyo ifumaneke ngendlela aya kuthi umceli akwazi ukuyifunda, ukuyibona okanye ukuyiva le rekhodi ku-[s29(5)].

14. IINTLAWULO

14.1 Iintlawulo ezimiselweyo zidweliswe kwinqaku lokuqala kwiSihlomela B semiGaqo ye-PAIA.

14.2 Umceli ofuna ukufikelela kuyo nayiphi na irekhodi kusenokufuneka ukuba abhatale intlawulo, ngaphandle kokuba omnye wemimiselo wokuxolelwa kwiimfuno oku-14.3 ngezantsi ubhekisa kuye.

14.3 Umceli akufuneki abhatale intlawulo yokufikelela ukuba:

- umceli ngumntu ongatshatanga onomvuzo wonyaka, emva kokutsalelwa ngokuvumelekileyo izinto ezifana ne-PAYE ne-UIF, ungaphantsi kwe-R14 712 ngonyaka; okanye
- umceli utshatile kwaye umvuzo wakhe neqabane lakhe uhlangene, emva kokutsalelwa ngokuvumelekileyo izinto ezifana ne-PAYE ne-UIF, ungaphantsi kwe-R27 192 ngonyaka

15. UKUFUMANEKA KWEMANYUWALI

15.1 Le Manyuwali yenziwe yafumaneka ngezi lwimi zintathu zilandelayo-

15.1.1 isiNgesi;

15.1.2 isiBhulu; kunye

15.1.3 nesiXhosa.

15.2 Ikopi yale Manyuwali okanye inguqulelo yayo ehlaziyiweyo, nayo ifumaneka ngale ndlela ilandelayo-

15.2.1 kwiwebhusayithi ye-UCT ku-http://www.uct.ac.za;

15.2.2 kwiofisi ephezulu yase-UCT ukwenzela ukuhlolwa luluntu ngexesha leeyure zoshishino eziqhelekileyo;

15.2.3 kuye nawuphi na umntu xa eyicela naxa ethe wabhatala intlawulo efanelekileyo; kunye

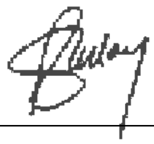
15.2.4 nakuMlawuli weeNkcukacha xa eyicela.

15.3 Intlawulo yekopi yale Manyuwali, njengoko ichaziwe kwiSihlomelo B semiGaqo, iza kubhatalwa ngefotokopi nganye eyenziwayo eyi-A4-size.

16. UKUHLAZIYWA KWEMANYUWALI

I-UCT iya kuthi, ukuba kuyimfuneko, ihlaziye le Manyuwali qho ngonyaka.

Ikhutshwe



YiRejistra: yeYunivesithi yaseKapa
NgoMeyi 2024