

MUT STUDENT DEVELOPMENT POLICY

Category of document: Student Affairs

Policy number: ST001/2021

POLICY TITLE	STUDENT DEVELOPMENT POLICY
RESPONSIBLE PORTFOLIO	OFFICE OF THE DEAN OF STUDENTS
POLICY OWNER	VICE-CHANCELLOR AND PRINCIPAL
OVERSEEING COMMITTEES	STUDENT AFFAIRS COMMITTEE/ACADEMIC AND STUDENT AFFAIRS WORKING GROUP
APPROVAL AUTHORITY	COUNCIL
LATEST APPROVAL DATE	26 SEPTEMBER 2024
EFFECTIVE DATE	01 OCTOBER 2024
MANDATED REVISION DATE	01 NOVEMBER 2029

POLICY INTENT

This policy document provides guidelines and direction to the community of Mangosuthu University of Technology on the provision of student development programmes to promote the holistic development of students. Furthermore, it is the university policy which applies to all MUT students, the Student Affairs Department, and all Management structures at MUT when the student development programmes are delivered.

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Document Management Control

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2. This document has been subjected to the **latest** mandated development and approval process. This is determined through the operation of the MUT Framework of Authority Delegation.

ORGAN	DATE OF RECOMMENDATION/APPROVAL
EMC	28 APRIL 2022
MANAGEMENT SCIENCES FACULTY BOARD	12 MAY 2022
NATURAL SCIENCES FACULTY BOARD	13 MAY 2022
ENGINEERING FACULTY BOARD	09 MAY 2022
STUDENT AFFAIRS MANAGEMENT PANEL (SAMP)	14 MAY 2024
SENATE	24 MAY 2022
COUNCIL/ ADMINISTRATOR OVERSIGHT COMMITTEE	02 JUNE 2022
COUNCIL/ ADMINISTRATOR	26 SEPTEMBER 2024

POLICY HISTORY		
This document has the history as stated below and where applicable, the related documents are available from the Registrar:		
NAME OF THE OLD POLICY	MUT REFERENCE NUMBER	APPROVAL OR LATEST AMENDMENT DATE
Student Development Policy	ST001/2016CA	28 September 2016

DOCUMENTS RELATED TO THIS POLICY		
This document is related to MUT Policy documents as stated below and where applicable, the related documents are available from the Registrar:		
NAME OF DOCUMENT	MUT REFERENCE NUMBER	APPROVAL OR LATEST AMENDMENT DATE
MUT GUIDE TO CREATING AND WRITING INSTITUTIONAL POLICIES	MUTG0012021	28 SEPTEMBER 2022
MUT TEMPLATE FOR INSTITUTIONAL POLICIES	MUTT012021	28 SEPTEMBER 2022
MUT RECORD OF CHANGES MADE	MUTR012021	28 SEPTEMBER 2022
MUT SRC CONSTITUTION		19 SEPTEMBER 2012

Abbreviations

EMC	refers to the Executive Management Committee
MUT	refers to Mangosuthu University of Technology
SRC	refers to the Student Representative Council
SDO	refers to the Student Development Officer
SDU	refers to the Student Development Unit

Definitions

- a. **Co-curricular activities** refer to those activities, which add experience and valuable dimension to a student's education outside of the classroom. They serve as a means to instil active social interaction. Through participating in volunteer service projects, internships and extracurricular activities, students become valuable community members whose future lives will be characterised by their leadership qualities.

- b. Student-centred project** refers to a project that will benefit students and is informed by students' academic, social, religious, cultural and political needs.

References for this Policy

DUT SRC Constitution, 2023

Higher Education Act, Act 101 of 1997 as amended;

MUT Institutional Statute, 2021;

MUT SRC Constitution, 2012;

University of Pretoria, Policy on Student Leadership Development and Training, 2022.

SECTION A: INTRODUCTION

1. Background and Context of the Policy

The Student Development Unit supports lifelong learning, the promotion of critical thinking, respect, and tolerance for all, as well as the holistic development of all MUT students. It is believed that all students are potential leaders who can contribute towards a positive living and learning community.

2. Rationale

The Student Development Unit is committed to providing and promoting capacity building in terms of student governance, leadership and co-curricular activities among the student community. The Student Development Policy will guide the unit in the achievement of its goals.

The Student Development Unit provides support to the core business of the university; namely teaching and learning, research and community engagement. For this reason, all aspects of organised student development programmes and activities shall be aligned with the vision and mission of MUT and shall be based on the core values which entail accountability, integrity, respect and excellence. The Student Development Policy shall be read and applied in conjunction with other policies in the Student Affairs Department.

3. Policy Statement

This policy serves to articulate and guide the provision of student development programmes to all students who are inclined and eligible to participate. Each programme has its criteria.

4. Objectives of the Policy

The objective of this policy is to provide the direction and guide to the delivery of the student development initiatives to promote the holistic development of MUT students.

5. Scope and Application of the Policy

This policy applies to the Student Development Unit to enhance collaboration with all units under the Student Affairs Department, individual MUT students, all levels of student governance structures, clubs, societies and organisations.

SECTION B: POLICY PROVISIONS AND GOVERNANCE AUTHORITY**6. Policy Provisions including Principles for this Policy**

- 6.1 This policy covers the student development initiatives undertaken by the university for the holistic development of students.
- 6.2 It covers the functioning of the student clubs/societies and student organisations and the promotion of student participation to stimulate quality experience at the university.
- 6.3 The policy also provides a guide to select students to participate in the leadership training and development programmes.

7. Governance and Authority

- 7.1 The **University Council** shall effectively play an oversight role in the implementation and effective conducting of student development initiatives, as it impacts the holistic development of students.
- 7.2 The **Executive Management** shall monitor the effective implementation of the Student Development Policy to ensure that students engage in the various initiatives to produce all-rounded graduates.
- 7.3 The **Executive Management** shall make sure that the resources needed for the Student Development initiatives are in line with the budgeted funds, and that the Executive

Management will account effectively for all funds, through the Vice-Chancellor and Principal's report to the Council Committee.

- 7.4 The **Student Development Officer** shall facilitate all programmes that enhance student leadership, wellness to improve student lives at MUT.

8. Responsibilities to Implement the Policy

8.1 The Student Development Unit shall:

- 8.1.1 Promote the holistic development of MUT students. It is believed that students have the potential to develop leadership, creativity, initiative, critical thinking, communication and other life skills.
- 8.1.2 Assist students to become innovative and confident individuals who will work well with others in a cross-cultural world.
- 8.1.3 Assist in developing students who will confidently accept responsibilities and challenges and be able to organise events.
- 8.1.4 Provide adequate academic support services that enable students to realise their full potential and assist them in enhancing their employability.
- 8.1.5 Organise and facilitate workshops intended to broaden skills for creative, independent, tolerant and community-minded students who will be expected to responsibly contribute towards global economic development.
- 8.1.6 Motivate students to participate in co-curricular activities and student-centred projects organised by students' societies (such as academic, developmental, recreational, cultural and religious societies) and/or students' organisations (such as political organisations).
- 8.1.7 Support student governance structures (such as the SRC, Clubs/Societies, student organizations, Student Faculty Committees and House Committees), monitor and control budgets for them.
- 8.1.8 Encourage and promote involvement in student community engagement programmes as an effort to foster partnerships and cooperation between the local community and MUT students.
- 8.1.9 Create opportunities for leadership development for all students within all student governance structures.
- 8.1.10 Provide support and guidance to student leadership programmes in various students' societies, clubs, and/or organisations.

- 8.1.11 Nurture leadership potential at different levels to provide leadership development opportunities to students who are in leadership and those who are not necessarily in student leadership.
- 8.1.12 Provide development initiatives to the existing talents and abilities to produce a cohort of student leaders who can contribute meaningfully to the student life and/or institutional governance of MUT.
- 8.1.13 Provide student development programmes to produce well-rounded individuals and leaders who can contribute positively to society.
- 8.2 To identify students for student leadership and training programmes by:
 - 8.2.1 Advertising leadership training and development programmes in line with set criteria by a funder, i.e., university or external funders to attract qualifying students.
 - 8.2.2 Inviting all students who are in leadership and those who are not necessarily in leadership to apply for a student leadership development programme.
 - 8.2.3 Selecting the best qualifying students based on set criteria by funders. Criteria can specify requirements such as academic performance, leadership qualities, community service, communication skills, innovation, critical thinking and others.
 - 8.2.4 Identifying students who are already in leadership positions to participate in a leadership development programme designed to provide capacity building to become efficient and effective leaders of the activities of student structures. These programmes enable the elected student leaders to serve on student governance structures to have a deeper understanding of their (roles and responsibilities) and empower them to fulfil their tasks. These capacity-building initiatives apply to all student leaders including the Student Representative Council (SRC), Student Parliament, Clubs and Societies and student organizations.
- 8.3 The provision of leadership training and development programmes for students contributes to their preparedness for the world of work. The SRC, Clubs and Societies and student organizations that exist at MUT enrich students with possibilities to discover and develop themselves. By organising their programmes and activities, students become more independent and determined. Through active participation in these Clubs/Societies and student organizations, students gradually prepare themselves with numerous skills and attitudes that are needed to function in the challenging world efficiently and effectively in the 21st Century.

- 8.4. The **Student Development Unit** shall conceptualise programmes that contribute towards the culture of the University by:
- 8.4.1 Using the SRC Trust Fund to create a sense of philanthropy among the student body, so that students rally together for a common cause and find solutions for the betterment of the student body.
 - 8.4.2 Collaborating with the Directorate of Institutional Advancement and other departments in the university to use the SRC Trust Fund as a pool to attract donors to assist students in financial distress.
 - 8.4.3 Participating in university programmes such as the Anchor Strategy to enable students to revitalise neighbouring communities and do what is good.
 - 8.4.4 Cultivating a spirit of volunteerism, such as community service learning, mentorship, environmental management and sustainability amongst MUT students, to promote the nation-building agenda and social cohesion programme.
 - 8.4.5 Providing leadership immersion programmes that seek to expose student leaders to international cultures to enhance intercultural competence.

9. Policy Control and Administration

- 9.1 This policy provides the guide and direction to MUT students to participate in different student developmental initiatives to develop certain graduate attributes for their holistic development.
- 9.2 The policy has been benchmarked with policies of other universities, such as the Durban University of Technology and the University of Pretoria.
- 9.3 The functional best practice that was adopted from other universities includes regulating the conduct of participants and abiding by university rules and regulations.
- 9.4 This policy will be reviewed every five years in line with the University Strategy, and when there are changes to the internal or external operating environment, including legislation, other legal prescripts and standards for best practices.

10. Authorisations and Signatures

I, Professor Nokuthula Sibiyi, acting on behalf of the management of Mangosuthu University of Technology and in my capacity as the Vice-Chancellor and Principal sign this policy and accept and undertake to implement it as stipulated herein to realize its strategic intent and desired outcomes.

Date:

.....

Signature:

.....

I, Professor Lourens Van Staden, acting on behalf of the University Council of Mangosuthu University of Technology and in my capacity as the Administrator hereby sign this policy and authorise its implementation in the University.

Date:

.....

Signature:

.....

SECTION C: Annexure**Student Development Standard Operating Procedures**

TITLE	STANDARD OPERATING PROCEDURES FOR STUDENT DEVELOPMENT POLICY
SOP OWNER	DEAN OF STUDENTS
APPROVAL AUTHORITY	EMC
OVERSEEING COMMITTEE(S)	STUDENT AFFAIRS MANAGEMENT PANEL
POLICY NUMBER	
LATEST APPROVAL DATE	
EFFECTIVE DATE	
REVISION DATE	

POLICY STATEMENT
The purpose of the Standard Operating Procedures document is to provide intricacies on the procedures and steps to abide by when engaging in Student Development activities at Mangosuthu University of Technology.

MANAGEMENT CONTROL PAGE

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SECTION A: INTRODUCTION

1. Rationale

To ensure the provision of an efficient and student-centred service to promote the holistic development of MUT students.

2. Purpose and Objectives

The Student Development Standard Operating Procedures provide guidelines and streamlining procedures and processes for student development programmes for the SRC, clubs and societies and general students to ensure that student leaders take responsibility for their thoughts, choices, decisions and actions in consideration of practical conditions under which they operate.

The MUT Student Development Standard Operating Procedures provide necessary procedures, processes and protocols to:

- 2.1 Coordinate student leadership development and training initiatives at the university to minimise potential overlaps and ensure effective use of available resources.
- 2.3 Clarify the outputs for student leadership development and training at MUT which, *inter alia*, encompasses:
 - 2.3.1 Ensuring that all student leaders understand their role in the student leadership structures at MUT;
 - 2.3.2 Ensuring that student leaders are empowered to fulfil their tasks;
 - 2.3.3 Cultivating positive role models;
 - 2.3.4 Encouraging ethical and servant leadership;
 - 2.3.5 Reinforcing the MUT brand and MUT pride;
 - 2.3.6 Creating a network of well-trained student leaders at MUT;
 - 2.3.7 Identifying and nurturing leadership potential at all levels of student leadership.

3. Definitions

- a. **A9 Form** refers to a document which is submitted by the SRC, clubs/societies, student organisations and general students when requesting to conduct an activity.
- b. **A10 Form** refers to a document which is submitted by external entities when requesting to conduct an activity on campus with students, e.g., Banks etc.

- c. **Executive Committee (EXCO)** refers to the committee of the SRC or Clubs/Societies that is (constitutionally) responsible for executing decisions which have been adopted at an official meeting of the SRC, Clubs or Societies.
- d. **Institution or University** refers to Mangosuthu University of Technology.
- e. **P4 Form** refers to a document which is submitted by clubs, societies or student organisations when requesting recognition at the university.
- f. **P5 Form** refers to a document which is submitted by recognised clubs/societies and student organisations to update their annual membership.
- g. **Quotation** refers to an official written document from a potential supplier that serves as proof of the supplier's intention to supply an item or render service at a certain price within a certain period.
- h. **Requisition** refers to a form/document/book that is used to request/pay for goods or services rendered.
- i. **Programme of Action** refers to a comprehensive plan entailing the objectives, plan of action and budget breakdown of each project/activity.
- j. **Student** refers to a student as defined in the Student Representative Council Constitution.
- k. **Student-centred Project** refers to a project that will benefit students and which is informed by the socio-academic, political and economic basic needs of students.
- l. **Student Body Projects** refers to student events for all MUT students organised by the SRC, e.g., Beauty Pageant.
- m. **SRC Administrator** refers to the University official based at the SRC office.

4. Arrangement of Student Activities

- 4.1 All activities of the SRC, clubs/societies shall be streamlined to ensure consistency, effectiveness, efficiency, as well as the necessary support that they deserve.
- 4.2 The Executive of SRC, Clubs/Societies and Student Organisations must draw up a Programme of Action for any project to be conducted during a term of office.
- 4.3 The required resources needed for the success of such an event must be set out explicitly and clearly in the form of motivation.
- 4.4 A request for approval form (A9 Form) must be submitted to relevant divisions in the university.

- 4.5 At least three weeks before the event, the Executive of SRC, Clubs/Societies and Student Organisations of the club or society must meet with the Student Development Officer to discuss the suggested project and they must bring along the following documents:
- 4.5.1 A motivational letter and/or typed minutes of the meeting in which the project was approved.
 - 4.5.2 Names, student numbers and contact numbers of students who will be using the facilities/resources during the project (e.g., transport, venue, catering).
 - 4.5.3 Request for items that will be needed to pay or buy for the project.
 - 4.5.4 In case of invitations, full particulars of the host, the date, name of the contact person, name of the organisation/association and contact numbers.
 - 4.5.5 The outline of the estimated costs of the activity must appear on the submitted motivational letter.
 - 4.5.6 Names and profiles of guests from outside the University must be submitted for approval.

5. Requisitions

- 5.1 Requisitions should be submitted in writing and should explain the reasons for items to be purchased and full names and student numbers of recipients where applicable.
- 5.2 A Request to Purchase (RTP) and Request for Quotations (RFQ) forms must be completed by the SRC Administrator to request quotations to purchase requested items.
- 5.3 All requisitions should be approved in writing by the Dean of Students before they are submitted for processing.
- 5.4 To ensure the effectiveness and efficiency of service, requisitions must be submitted at least three weeks before the event.
- 5.5 The Student Affairs Department will not accept responsibility for any inconvenience caused by late submission of requisitions.
- 5.6 No order may be made without written approval by the Dean of Students.
- 5.7 No promise of payment may be made beforehand. Cash on delivery (COD) is not applicable, and service providers should be made aware of this.
- 5.8 All requisitions for the weekends must be submitted before 12h00 on Wednesdays for approval.
- 5.9 No event for a weekend will be authorised if the request is not received by 12h00 on Wednesdays each week.

6. Student Transport

- 6.1 Transport requisitions for any event or activity must be submitted to the SRC Administrator at least seven working days for short-distance trips and 14 working days for long-distance trips before the event.
- 6.2 The transport requisition must be accompanied by the following documents:
 - 6.2.1 A motivation that includes the following: Reason for the trip, date of the trip, number of passengers, time of departure and return as well as destination or itinerary;
 - 6.2.2 An invitation letter and a programme (in the case of workshops, conferences, etc.);
 - 6.2.3 Names, student numbers, and contact numbers of all passengers.
- 6.3 All transport requisitions must be approved by the Dean of Students.
- 6.4 Transport will only be approved if all requirements in 6.2 are met.
- 6.5 Students are not authorised to drive University vehicles.
- 6.6 Only registered students may utilise University vehicles. This refers to students who are on the list submitted to the office of the SRC Administrator before the trip.
- 6.7 All transport requisitions for the weekends must be submitted before 12h00 on Wednesdays for approval. No transport for a weekend will be authorised if the request is not received by 12h00 on Wednesdays each week.

7. Booking of Facilities

- 7.1 To ensure proper bookings of venues, bookings should be made with the designated department(s) responsible for coordinating university facilities.
- 7.2 At least three weeks before the event, the said structure should book the necessary facilities and complete requisitions as directed.
- 7.3 For security reasons, the SRC and student societies must inform the Student Development Officer, Dean of Students and Protection Services in writing if members of the public are invited to their events or functions (The expected numbers should also be specified).
- 7.4 The Head of Protection Services must receive the list of guests for vetting purposes and permission shall be granted thereafter.
- 7.5 Venues must be left clean and users must lock them when leaving at the end of the event or function.

7.6 The Student Affairs Department reserves the right to prohibit any further use of venues or institute a disciplinary hearing if:

- 7.6.1 Negligence occurred;
- 7.6.2 The key was not returned at the agreed time or not returned at all;
- 7.6.3 Damage to, or theft of equipment or property occurred;
- 7.6.4 Non-compliance with any stipulated procedures occurred.

8. Ticket Sales for Functions

- 8.1 All ticket sales must be attended to by the university cashiers, and NO collection and sale may be done by students.
- 8.2 Alternative arrangements may be made, if there is a need for ticket sales after cashiers are closed. This will be subject to approval by the Finance Department.
- 8.3 Under no circumstance may students or non-Finance Department staff be given cash for the sale of tickets.
- 8.4 After the event, the Student Development Officer must complete a reconciliation template showing the number of tickets printed, the price, the number of complimentary tickets, the number of unsold tickets, the number of sold tickets as well as a profit and loss statement.

9. Student Body Projects

- 9.1 The following must be done three months before the event:
 - 9.1.1 A project plan must be submitted for review by the Student Development Officer.
 - 9.1.2 A venue must be booked and confirmed using the A9 Form.
- 9.2 Two months before the event:
 - 9.2.1 An appointment of a service provider must be made, should there be a need to do so.
 - 9.2.2 Upon confirmation of the appointment of a service provider, fundraising efforts may begin.
- 9.3 One month before the event:
 - 9.3.1 Arrangements must be made with the SAPS, Metro Police, University Protection Services, cleaning services, promotion companies, etc.
 - 9.3.2 A security plan must be put in place.
- 9.4 Two weeks before the event:
 - 9.4.1 Organisers must go through a checklist for the whole function.

9.5 On the night of the event:

9.5.1 The University Protection Services must verify all tickets at the gate/door.

9.5.2 The Student Development Officer must ensure that all relevant staff and students report for duty.

9.5.3 The Student Development Officer must ensure that cleaning is completed before 07:00 of the following day.

9.6 Student body projects/functions are reserved for registered students only. Non-students are not allowed to attend, except for staff members, a limited number of approved SRC guests, VIPs and artists.

9.7 Liquor is not allowed on university premises on the day of the function or any other day for that matter.

10. Finances

10.1 SRC and student organisations or individual members shall not enter into any contractual arrangements or financial commitments with service providers. Disciplinary action will be taken against individuals who violate this stipulation.

10.2 The financial representative or treasurer will be responsible and accountable for any financial activities of his/her organisation and must submit a financial plan to the Student Development Officer for each project to be approved by the Dean of Students.

10.3 The financial representative or treasurer should keep all records of income and expenditure account of the structure.

10.4 The Student Development Officer will not facilitate any project if a financial plan has not been submitted.

10.5 All requisitions should first be approved in writing by the Dean of Students before being submitted to the Finance Department for processing.

10.6 Student structures are not allowed to have an external bank account.

10.7 Money received from external funders must be deposited into the university account.

11. Notices and Posters

11.1 All SRC, Club, and Societies notices and posters must bear an authentic SRC stamp and that of the Student Development Officer or SRC Administrator.

- 11.2 For promotion companies, notices must bear the Student Development Officer's stamp before they may be put on notice boards. Should this not be complied with then they will be removed.
- 11.3 Notices and posters may stay on notice boards for a maximum of two weeks.
- 11.4 Posters displayed on windows and walls will be removed and the persons responsible will bear the cost of their removal or face disciplinary proceedings.
- 11.5 The executive committee of the organisation or society will be held liable and accountable for notices, posters and communiqué issued by their structure.
- 11.6 Individuals or executive committee members of organisations should be responsible for removing notices and posters after an event has taken place.

12. Reports

- 12.1 Within seven days after the event and before the next activity, the secretary of the relevant Club or Society must submit a typed report in the following format:
 - 12.1.1 Front page: the name of the report, name and signature of the EXCO.
 - 12.1.2 Introduction: Brief background
 - 12.1.3 Executive summary: A summary of the whole report.
 - 12.1.4 Report: What took place, highlights, challenges, how the students benefited, recommendations and conclusion.
- 12.2 The Dean of Students will not approve the request for the next activity if the report of the previous project/event/activity was not submitted.

13. Conflict Resolution

- 13.1 The university promotes constructive engagement to address disputes that may arise amongst various stakeholders in the university.
- 13.2 Similarly, students as a constituency group have a voice in the university decision-making process through their elected student leaders, i.e., SRC.
- 13.3 Given the fact that the SRC is the highest decision-making body of students, organizations or individual students are expected to report any concern or grievance to the SRC.

- 13.4 The SRC is a formally elected structure of students which is at the apex of student governance to legitimately represent students and is mandated to articulate and mediate student issues and interests in the decision-making bodies of a university.
- 13.5 The following procedures shall be followed when institutional issues are raised:
- 13.5.1 The SRC President or Secretary-General shall prepare a management report with student grievances as well as proposals of solutions to the issues raised.
 - 13.5.2 The management report shall be presented to the Student Development Officer for guidance on the language and tone before formal submission is made.
 - 13.5.3 The submission shall be made to the office of the Dean of Students who shall present the submission to the Vice-Chancellor and Principal.
 - 13.5.4 The submission shall then be tabled as an agenda item in a meeting of the Executive Management Committee for consideration and approval.
 - 13.5.5 The Executive Management Committee may invite the SRC for clarity and discussion on a matter raised.
 - 13.5.6 The Executive Management Committee shall take a resolution on the submission and the SRC shall be advised of the outcome.
- 13.6 The following procedures shall be followed when departmental issues are raised:
- 13.6.1 Upon evaluating the issues raised, the Dean of Students shall determine matters that require referrals to specific units or departments.
 - 13.6.2 The Student Development Officer shall contact the department concerned about the issues raised by the SRC to arrange for a meeting for a matter to be discussed and resolution sought.
- 13.7 The Standard Operating Procedures stipulate that the SRC should always uphold the core values of the university in its thoughts, choices, decisions and actions. These core values include respect, integrity, accountability and excellence.
- 13.8 The SRC should utilise all available platforms within the university protocol to resolve students' issues by putting constructive engagement at the centre of conflict resolution.
- 13.9 The SRC should conduct thorough research about a subject matter before it is tabled for discussions with the university management and always attend meetings fully prepared.
- 13.10 The principle of constructive engagement necessitates that parties negotiate cooperatively and constructively to resolve issues.

14. Student Discipline

- 14.1 All MUT students shall conduct themselves according to the stipulated rules and regulations of the university.
- 14.2 Student leaders should instil discipline amongst the membership and student population at large.
- 14.3 Student leaders should educate their membership about university general rules and regulations and applicable procedures in their sphere of leadership.
- 14.4 Student leaders should always uphold the university's core values in their choices, decisions, and actions, i.e., Respect, Integrity, Accountability and Excellence.
- 14.5 Every student leader is expected to conduct him/herself acceptably concerning good societal moral standards and the provisions of the SRC code of conduct.
- 14.6 Provisions of common law and social conduct acceptable to human rights shall serve as a guide to every SRC member's conduct.
- 14.7 The Disciplinary action shall be based on the provisions and procedures laid out in the Code of Conduct and Disciplinary Procedure for student leaders, and General Rules and Regulations for Students.

SECTION B**15. SOP Provisions**

The Student Development Unit SOP entails the provisions of student development initiatives to the SRC, SRC substructure and general students registered at MUT and shall be read in conjunction with the Student Development Policy.

16. Governance and Authority

University Management will be responsible for supporting the functions of the unit within the limits of institutional capacity.

17. Responsibilities to Implement the SOP

- 17.1 The **Student Development Officer** will provide management and administration support in implementation and compliance with the policy and SOP.
- 17.2 The **Dean of Students** will present a full report, including financials, to the Executive Management Committee of the University and part of the Student Affairs Committee, and the report shall be presented as part of the Vice-Chancellor and Principal's report to Council

17.3 The **Convocation** may be called upon from time to time to avail itself as a resource for student development as and when required.

18. SOP Control and Administration

18.1 The SOP will be reviewed every five years or earlier to align with operational conditions and/or changes in circumstances.

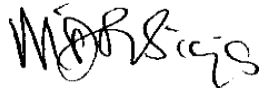
18,2 The Office of the Registrar will be responsible for overseeing the SOP review and revision process.

19. Authorisation and Signature

I, Prof Nokuthula Sibiyi, acting on behalf of the management of Mangosuthu University of Technology and in my capacity as the Vice-Chancellor and Principal sign this SOP and accept and undertake to implement it as stipulated herein to realize its strategic intent and desired outcomes.

Date: 30 September 2024

Signature:



Date:

02 October 2024

Signature: