

**MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT (2 OF 2000)**
(hereinafter referred to as "the Act")

THE UNIVERSITY OF THE FREE STATE

TABLE OF CONTENTS

	PAGE
DETAILS IN TERMS OF SECTION 14	3
1. FUNCTIONS AND STRUCTURE OF THE UNIVERSITY OF THE FREE STATE [SECTION 14 (1) (a)]	3
2. INFORMATION OFFICER/DEPUTY INFORMATION OFFICER – CONTACT DETAILS [SECTION 14 (1) (b)]	4
3. SECTION 10 MANUAL [SECTION 14 (1) (c)]	5
4. ACCESS TO RECORDS HELD BY THE UNIVERSITY OF THE FREE STATE [SECTION 14 (1) (d)]	5
4.1. Categories of records that are automatically available [section 14 (1) (e)]	5
4.2. Records that can be requested [section 14(1) (d)]	6
4.3. Procedure for requesting a record	9
5. SERVICES BY THE UNIVERSITY OF THE FREE STATE AVAILABLE TO MEMBERS OF THE PUBLIC AND HOW TO GAIN ACCESS TO THESE SERVICES [SECTION 14 (1) (f)]	9
6. PARTICIPATION IN POLICY FORMULATION AND DECISION MAKING AT THE UNIVERSITY OF THE FREE STATE [SECTION 14 (1) (g)]	10
7. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT IN TERMS OF THE ACT [SECTION 14 (1) (h)]	10
8. OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT [SECTION 14 (1) (d)]	10
APPENDIX A REQUEST FOR ACCESS TO A RECORD	11
APPENDIX B FEES PAYABLE IN TERMS OF REGULATION R187 OF 15 FEBRUARY 2002	15

DETAILS IN TERMS OF SECTION 14

1. FUNCTIONS AND STRUCTURE OF THE UNIVERSITY OF THE FREE STATE [SECTION 14 (1) (a)]

1.1. The Chancellor

The Chancellor is the titular head of the University.

1.2. The Council

The Council is responsible for the overall governance of the University, as prescribed in terms of section 27 of the Higher Education Act of 1997, as amended.

1.3. The Senate

The Senate is accountable to the Council as prescribed in terms of section 28 of the Higher Education Act of 1997.

1.4. The Rector

The Rector is responsible for the management and administration of the University in terms of section 30 of the Higher Education Act of 1997.

1.5. The Executive Management and Executive Committee of the Executive Management

The Executive Management assists the Rector in planning, supervising and executing of the management and administration of the University.

1.6. The Institutional Forum

The Institutional Forum is prescribed in terms of section 31 of the Higher Education Act of 1997 and advises the Council on, *inter alia*:

- the implementation of the Higher Education Act of 1997 and National Higher Education Policy;
- the election of candidates for appointment as Rectors and Vice-Rectors;
- policy on racial and gender equality;
- codes of conduct;
- the formulation of policy regarding mediation and dispute resolution procedures;
- the management of cultural diversity on the campuses;
- the encouragement and development of an institutional culture that promotes tolerance and respect for basic human rights, and which creates a suitable environment for teaching, learning, research and study.

1.7. *Student Representative Council*

The SRC is elected democratically and is responsible for the management of the organised student life according to a constitution and functions via different portfolio committees.

2. **INFORMATION OFFICER / DEPUTY INFORMATION OFFICER – CONTACT DETAILS [SECTION 14 (1) (b)]**

2.1. INFORMATION OFFICER:

Prof FCvN Fourie
The Rector and Vice-Chancellor

Postal address:

University of the Free State
P.O. Box 339
BLOEMFONTEIN
9300

Street address:

Main Building
Ground Floor
Room 8
University of the Free State
Nelson Mandela Drive
Bloemfontein

Tel No.: (051) 401-2114
Fax No.: (051) 401-3669
Email: fouriefc.rd@mail.uovs.ac.za

2.2. DEPUTY INFORMATION OFFICER:

Prof IN Steyn
The Registrar: General

Postal address:

University of the Free State
P.O. Box 339
BLOEMFONTEIN
9300

Street address:

Main Building
Ground Floor
Room 25
University of the Free State
Nelson Mandela Drive
BLOEMFONTEIN

Tel No.: (051) 401-3804

Fax No.: (051) 401-3804
Email: steynin.rd@mail.uovs.ac.za

3. SECTION 10 MANUAL [SECTION 14 (1) (c)]

In terms of section 10 (1) of the Act, the Human Rights Commission must compile a manual in each of the official languages, which manual must be published by 14 August 2003 and must contain information in an easily understandable form and an exposition, as may reasonably be expected by a person who wishes to exercise a right in terms of the Act.

Enquiries can be addressed to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Email: PAIA@sahrc.org.za
Web address: www.sahrc.org.za

4. ACCESS TO RECORDS HELD BY THE UNIVERSITY OF THE FREE STATE [SECTION 14 (1) (d)]

4.1. Categories of records that are automatically available [section 14 (1) (e)]

The following information is automatically obtainable by addressing an enquiry to the Information Officer, as well as on the web page of the University of the Free State:

General information:

- UFS facts
- Faculties
- Programmes
- Library
- Research
- UFS Qwaqwa Campus
- UFS Vista Campus
- Community Service
- Web page site map
- Contact information

Staff information:

- Support services
- Staff directory
- Staff
- Vacant posts
- Campus map

Student information

- Prospective students
- Current students

- E-learning & WebCT
- Alumni
- International students

News:

- Media
- Camera on campus
- Newsletters
- Links
- News archive

4.2. Records which may be requested

(Please note that this list is merely a general indication of information possessed by the University, but that it will not necessarily be made available without approval, as certain records are confidential. Please feel free to consult the web page of the University for information that is already available: <http://www.uovs.ac.za>.)

The Council and Executive Committee of the Council

- Agendas of meetings
- Minutes of meetings
- List of Council members

Senate

- Agendas of meetings
- Minutes of meetings
- List of members of the Senate

Executive Management

- Agendas of meetings
- Minutes of meetings
- List of members of the Management

Executive Committee of the Executive Management

- Agendas of meetings
- Minutes of meetings
- List of members of the Management

The Institutional Forum

- Agendas of meetings
- Minutes of meetings
- List of members

Student Representative Council

- Agendas of meetings
- Minutes of meetings
- List of members of the Student Representative Council
- KOVSCOM

Student affairs

- Application forms for admission
- Prospectus of programmes offered
- Fees payable
- Bursaries and loans
- Academic records
- Student profiles and statistics

Staff affairs

- General conditions of service
- Staff policy and procedures
- Policy on Employment Equity
- Skills development/Staff development
- Performance management system
- Staff records

Financial matters

- Internal auditing reports
- Budget guides
- Insurance
- Investments

Academic Matters

❖ Faculty of Economic and Management Sciences

- Faculty Board
- Programmes
- Departments
- Centres
- Research

❖ Faculty of the Humanities

- Faculty Board
- Programmes
- Departments
- Centres
- Research

❖ Faculty of Health Sciences

- Faculty Board
- Programmes
- Departments
- Centres
- Research

❖ Faculty of Natural and Agricultural sciences

- Faculty Board
- Programmes
- Departments

- Centres
- Research

❖ **Faculty of Law**

- Faculty Board
- Programmes
- Departments
- Centres
- Research

❖ **Faculty of Theology**

- Faculty Board
- Programmes
- Departments
- Centres
- Research

❖ **Community Service**

- Policy
- Projects

❖ **Support Services**

Policy and management information of the following support services:

- Student Academic Services
- Marketing
- Planning Unit
- Library and Information Service
- Diversity and Equity
- Unit for Students with Disabilities
- UDRAW (Unit for the Development of Rhetorical and Academic Writing)
- Finance
- Physical Resources and Planning
- Internal Auditing
- Corporate Liaison Office
- Kovsie Health
- Kovsie Sport
- Kovsie Counselling and Development (KCD)
- Logistical Services
- Human Resources
- Research Development
- Computer Services
- Centre for Higher Education Studies and Research (CHESD)
- Strategic Communication
- Student Affairs
- Student Support Services (Kovsie Support Services)
- Accommodation Services
- Aids Centre

❖ **Publications**

- Acta Academica
- Acta Structilia
- Acta Theologica
- Journal of Contemporary History
- Transactions of the Centre for Business Law (TRANCBL)
- Journal for Juridical Science (JJS)
- Journal for Town and Regional Planning
- Dolos
- Textures

4.3. Procedure for requesting a record

A request for access to information must be addressed to the Deputy Information Officer on a prescribed form (**Appendix A**) at the applicable address, fax or email address.

If a person, because of disability or illiteracy, is unable to make a request in writing, such request may be made orally and the putting thereof in writing will be facilitated by the Deputy Information Officer.

The prescribed form must indicate the following clearly:

- The category of information requested
- The form of access required
- The details of the person making the request

The University will consider the request and inform the requester within 30 (thirty) days, or as stipulated by the Act, whether the request has been approved or rejected. This must be done in writing or, as far as practically feasible, in the manner requested by the applicant.

Assistance to requesters

If a requester requires any assistance in making a request, the Information Officer must provide the assistance free of charge.

Should a requester make a request for access to information which does not comply with the prescribed procedures or which is not made on the prescribed form, the Information Officer may not refuse the request.

In such a case the Deputy Information Officer must -

- provide reasons for refusing the request; and
- be willing to assist the person to complete the request in the right format.

5. SERVICES BY THE UNIVERSITY OF THE FREE STATE AVAILABLE TO MEMBERS OF THE PUBLIC AND HOW TO GAIN ACCESS TO THESE SERVICES [SECTION 14 (1) (f)]

A comprehensive list of the services is contained in the general prospectus of the University, the undergraduate prospectus, the postgraduate prospectus and faculty calendars, which are available free of charge at the office of the Registrar whose

details appear in paragraph 2.2. Alternatively these services can be inspected on the web page of the University <http://www.uovs.ac.za>.

6. PARTICIPATION IN POLICY FORMULATION AND DECISION MAKING AT THE UNIVERSITY OF THE FREE STATE [SECTION 14 (1) (g)]

Students and staff members may participate in the formulation of policy and making of decisions by the University according to the provisions of the Higher Education Act of 1997, as amended, as well as in terms of internal procedures as agreed upon with students and staff from time to time.

Other interested parties may submit comments and proposals in writing to the Information Officer or Deputy Information Officer at the following address:

The Registrar: General
University of the Free State
P.O. Box 339
BLOEMFONTEIN
9300

7. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT IN TERMS OF THE ACT [SECTION 14 (1) (h)]

A student or a member of the public may lay a complaint in writing with the Information Officer or Deputy Information Officer.

Staff members may make use of the grievance procedure of the University.

Should the complaint be in respect of an act or a failure to act in terms of the Act, the person who lays the complaint may take such steps as are provided for in sections 74 to 82 of the Act.

8. OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT [SECTION 14 (1) (d)]

At present there is no other information available from the University in terms of section 92 which can be placed here.

APPENDIX A

UNIVERSITY OF THE FREE STATE

REQUEST FOR ACCESS TO A RECORD

(Section 18 (1) of the Promotion of Access to Information Act
(Act No 2 of 2000) (hereinafter referred to as "the Act")

<p>FOR OFFICE USE:</p> <p>Reference number: _____</p> <p>Request received from _____</p> <p>(mention rank, name and surname of the Information Officer/ Deputy Information Officer) on _____ (date) at _____ (place).</p> <p>Application fee (if any): R _____</p> <p>Deposit (if any): R _____</p> <p>Access fee: R _____</p> <p>_____ SIGNATURE OF INFORMATION OFFICER / DEPUTY INFORMATION OFFICER</p>
--

**To the Information Officer/Deputy Information Officer
UNIVERSITY OF THE FREE STATE**

The Registrar: General
University of the Free State
P.O. Box 339
BLOEMFONTEIN
9300

B. Details of person requesting access to the record

- | |
|---|
| <p>(a) <i>The details of the person requesting access to the record must be recorded below.</i></p> <p>(b) <i>Provide an address and/or fax number in South Africa to which information may be sent.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|---|

Full name and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

Email address _____

Capacity in which the request is made, if made on behalf of somebody else:

C. Details of person on behalf of whom the request is made:

This section must only be completed if a request for information is made on behalf of somebody else.

Full name and surname: _____

Identity number: _____

D. Details of record

- (a) *Provide full details of the record to which access is required, including the reference number should you know it, so that the record can be found.*
- (b) *If the space provided is insufficient, please continue on a separate sheet of paper and attach it to this form. **The requester must sign all the additional pages.***

Description of record or applicable part of the record:

Reference number, if available: _____

Any additional details of the record:

E. Fees

(a) *A request for access to a record, other than a record containing personal information about yourself, will only be processed once the **application fee** has been paid.*

(b) *You will be informed of the required amount that is payable as application fee.*

- (c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare the record.*
- (d) *Should you qualify for waiver of payment of any fees, please mention the reason for this.*

Reason for request for waiver of payment of fees:

Form in which access to record is desired

If the requester, due to a disability, is unable to read, view or listen to the record in the format of access provided for in 1 to 4 below, please mention disability and indicate in what format the record is required.

Disability:	Format in which record is required:

NOTES:

Your indication of the required form of access will depend on the form in which the record is available.

Access in the desired form may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.

The fee payable for access to the record will to some extent be determined by the form in which access is required.

PLEASE MARK YOUR CHOICE WITH A CROSS.

1. If the record is available in a written or printed form:

Copy of record		Viewing of record	

2. If the record consists of visual images:

(including photos, slides, video recordings, computer-generated images, sketches, etc.)

View the images		Copy of images		Transcription of images	

3. If the record consists of recorded words or information that can be reproduced as sound:

Listen to the soundtrack (audio cassette)		Transcription of the soundtrack (written or printed document)	

If the record is stored on computer or in an electronic or machine-readable format:

Printed copy of record		Printed copy of information obtained from the record		Copy in computer-readable format	

If you have requested a copy or transcription of a record (above), do you wish to have the copy or transcription posted to you?	YES	NO
Postage fees are payable.		

Please note that if the record is not available in the language of your choice, access can be granted in the language you prefer.

In which language would you prefer to receive the record? _____

5. Notification of decision regarding request for access:

You will be informed in writing whether your request has been granted or rejected. Should you wish to be informed in another manner, please provide the necessary details for making it possible to accede to your request.

How would you prefer to be notified of the decision regarding your request for access to the record?

Signed at _____ on this _____ day of _____ 2005

**SIGNATURE OF REQUESTER/
 PERSON ON BEHALF OF WHOM THE REQUEST IS MADE**

APPENDIX B

Fees payable in terms of Regulation R187 of 15 February 2002

GENERAL

VALUE-ADDED TAX

Public and private bodies registered as vendors in terms of the Value-Added Tax Act, 1991 (Act No.89 of 1991) may add value-added tax to all fees prescribed in this Appendix.

PART I

FEES PERTAINING TO A MANUAL

The fee payable for a copy of a manual as contemplated in Regulations 2(3)(b) and 3(4)(c) amounts to R0,60 for every photocopy of an A4 page or part thereof.

PART II

FEES PERTAINING TO PUBLIC BODIES

	R
1. The fee payable for a copy of a manual as contemplated in Regulation 5(c) amounts to R0,60 for every photocopy of an A4 page or part thereof.	
2. The fees for reproduction as contemplated in Regulation 7 (1) are as follows:	
(a) For every photocopy of an A4 page or part thereof:	0,60
(b) For every printed copy of an A4 page or part thereof stored on computer of in an electronic or machine-readable format	0,40
(c) For a copy in a computer-readable format on -	
(i) Stiffy:	5,00
(ii) Compact disk:	40,00
(d) For a transcription of visual images -	
(i) For an A4 page or part thereof:	22,00

	(ii) For a copy of visual images:	60,00
	(e) For a transcription of an audio record -	
	(i) For an A4 page or part thereof:	12,00
	(ii) For a copy of an audio record:	17,00
3.	The application fee payable by a requester, excluding a personal requester as contemplated in Regulation 7 (2):	35,00
4.	The access fees payable by a requester as contemplated in Regulation 7 (3) are as follows:	
	(a) For every copy of an A4 page or part thereof:	0,60
	(b) For every printed copy of an A4 page or a part thereof stored on computer or in an electronic or machine-readable format:	0,40
	(c) For a copy in a computer-readable format on -	
	(i) Stiffy:	5,00
	(ii) Compact disk:	40,00
	(d) For a transcription of visual images -	
	(i) A4 page or part thereof:	22,00
	(ii) For a copy of visual images:	60,00
	(e) For a transcription of an audio record -	
	(i) For an A4 page or part thereof:	12,00
	(ii) For a copy of an audio record:	17,00
	(f) For searching for and preparing the record for disclosure, R15,00 for every hour or part of an hour, excluding the first hour, reasonably required for such a search and preparation.	
4.	For the purposes of section 22 (2) of the Act the following applies:	
	(a) Six hours as the number of hours that must be exceeded before a deposit is payable; and	
	(b) One third of the access fees payable as a deposit by the requester.	
5.	The actual postage is payable if a copy of the record must be posted to the requester.	
NB	Value-Added Tax (VAT) is payable in addition to all the abovementioned tariffs.	