

**UNIVERSITY OF CAPE TOWN
(UCT)**

**MANUAL IN TERMS OF
SECTION 14(1) OF THE
PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000**

CONTENTS

1. Introduction: Functions of UCT
2. Structure of UCT
3. Contact details
4. The Human Rights Commission Guide
5. Records held by UCT
6. Section 15 Records
7. Services available to members of the public
8. Participation in policy or decision making
9. Remedies and appeals
10. Other information
11. Form of requests
12. Fees

1. Introduction: Functions of UCT

UCT is a public higher education institution in terms of the Higher Education Act, 1997, and undertakes teaching, research and public service.

The internal governance of UCT is determined in terms of the Higher Education Act, 1997, and the Statute of the University of Cape Town as published under the Government Gazette of 20 September 2002 and available for inspection at the UCT website: www.uct.ac.za.

2. Structure of UCT

A schematic diagram of the structure of UCT in two parts:-

(See charts A & B attached in power point)

3. Contact Details

Address: Bremner Building, Lovers Walk, Rondebosch

Postal address UCT Private Bag, Rondebosch, 7701

Telephone: 021 – 650 9111

Fax 021 – 650 2138

Website www.uct.ac.za

Head of Institution Dr Max Price Vice-Chancellor

Information Officer: Hugh Amooore, Registrar

Requests to: fax: 021 650 2138

Email: Hugh.Amoore@uct.ac.za

Deputy Information officers:

Faculty of Humanities Laureen Rautenbach
Laureen.rautenbach@ mailto:uct.ac.za

Faculty of Science Karen Wienand
Karen.wienand@uct.ac.za

Faculty of Law Robin Gherasim
Robin.Gherasim@uct.ac.za

Faculty of Commerce Karen van heerden
Karen.vanheerden@uct.ac.za

Faculty of Engineering & the Built Environment
Gita Valodia
Gita.valodia@uct.ac.za

Faculty of Health Sciences Brenda Klingenberg
brenda.klingenberg@uct.ac.za

4. The Human Rights Commission Guide

The Human Rights Commission is required to issue a guide before August 2003 to help a person wishing to exercise any right contemplated in the Act. The contact details for the Human Rights Commission Guide are as follows:

SA Human Rights Commission
Postal address: Private Bag 2700, Houghton, 2041
Telephone number: 011 484 8300
Telefax number: 011 484 0582
Website: www.sahrc.org.za

5. Records held by UCT

(a) Voluntary disclosures:

1. Reports
2. Student handbooks, rules and syllabus information.
3. Student records, on payment of a processing fee.
4. Library materials.
5. Archival records over 30 years.
6. Newsletters

Details of the above may be found at the website or on application to the information officer.

(a) Records that may be requested

1. Records of organs of internal governance (the Council, the Senate, the Institutional Forum, the SRC, the Convocation, and of University Committees)
2. Records of individual students.
3. Records of individual personnel.
4. Results of research, completed or in progress.
5. Financial records.

6. Categories of records available without a person having to request access thereto (section 15)

No notice has been published to date.

7. Services available to members of the public from UCT

A comprehensive list of services is contained in the University's annual handbooks available free of charge from the Registrars office. Alternatively these services can be viewed by visiting our web site at <http://www.uct.ac.za>.

8. Participation in policy or decision making (section 14(g))

8.1 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.

8.2 Other interested persons may submit their comments or proposals in writing to the Registrar at the address stated in paragraph 4 above.

9. Remedies and appeals in respect of an act or failure to act by the University

9.1 A member of the public may lodge a complaint in writing with the Registrar.

9.2 The University's internal grievance procedure may be utilised by staff members.

9.3 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.

9.4 Procedures for student complaints and appeals are set out in full in the annual handbooks which may be seen at www.uct.ac.za.

10. Other Information

For any other information not contained in this manual, kindly contact the Information Officer, the contact details of which are given in paragraph 3 above.

Alternatively visit our University's web site at <http://www.uct.ac.za>.

This manual is also available in Afrikaans and in Xhosa.

This version of this manual is dated May 2009.

11. Form of requests

(a) A requester must be given access to a record of a public body if the requester complies with the following:

the requester complies with all the procedural requirements in the Act relating to the request for access to that record; and

access to that record is not refused on any ground of refusal mentioned in the Act.

(b) Nature of the request

A requester must use the prescribed form [Govt. Notice R187-15 February 2002 Form A]. This is available on the websites: www.sahrc.org.za or www.doj.gov.za.

The requester must indicate if the request is for a copy of the record or if the requester wants to inspect the record. (If the record is not a document it can then be viewed in the requested form, where possible [s 29(2)].

A requester who asks for access in a particular form should get access in the manner that has been asked for, unless this would interfere unreasonably with the running of UCT or damage the record, or infringe a copyright. If for practical reasons access cannot be given in the requested form but in another way the fee must be calculated according to the way that the requester asked for it [s29(3) and (4)].

If the requester wants a written reply and to be told about the decision in any other way, e.g. telephone, this must be indicated by the requester [s 18(2)(e)].

If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made must be indicated [s 18(2)(f)].

If a requester is unable to read or write, or has a disability, the requester may make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give him or her a copy [s 18(3)].

12. Fees

- (a) There are two types of fees being the request fee and the access fee. These were gazetted on 9 March 2001, Government Notice R223.
- (b) A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee of R50.
- (c) The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee of R50 before further processing the request.
- (d) After the information officer has made a decision on the request the requester must be notified of the decision in the way the requester asked to be notified.
- (e) If the request is granted a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The structure for access fees is available at

www.sahrc.org.za

or

www.doj.gov.za

Hugh Amore
May 2009