IYUNIVESITHI YASEKAPA
(UCT)
INCWADANA YENKCAZELO EKHUTSHWE NGOKWEMIGAQO YECANDELO 14(1)
LOMTHETHO WOKUPHAKANYISWA KOKUFUMANEKA KOLWAZI

UMTHETHO WE-2 KA-2000

IZIQULATHO

1. Intshayelelo: Imisebenzi ye-UCT

2. Ubume be-UCT

3. Iinkcukacha zoqhagamshelwano

4. Isikhokelo seKomishoni yamaLungelo oLuntu

5. Imilandu (Records) efumaneka e-UCT

6. Imilandu yeCandelo le-15

7. Iinkonzo ezifumanekayo kumalungu oluntu

8. Ukuthabatha inxaxheba ekwenziweni komgaqo-nkqubo nakwizigqibo

9. Ulungiso nezibheno

10. Olunye ulwazi

11. Indlela yokufaka isicelo

12. Iimali

1. Intshayelelo: Imisebenzi ye-UCT

I-UCT liziko lemfundo ephakamileyo loluntu ngokwemigaqo yoMthetho weMfundo ePhakamileyo, ka-1997, yaye liyafundisa, lenza uphando ze libonelele nangenkonzo yoluntu.

Ulawulo lwangaphakathi lwe-UCT luqhutywa ngokwemigaqo yoMthetho weMfundo ePhakamileyo, ka-1997, kunye noMthetho weYunivesithi yaseKapa njengoko upapashiwe kwiGazethi kaRhulumente yomhla wama-20 Septemba 2002 ofumanekayo kwabo bafuna ukuwujonga kwi-webhsayithi yase-UCT: www.uct.ac.za.

2. Ubume be-UCT

Idayagram ebonisa ubume be-UCT izinxalenye ezimbini:-
(Jonga iitshathi u-A no-B ezincanyathiselweyo ezenziwe ngo-power point)

3. **Iinkcukacha zoqhagamshelwano**

Idilesi: Bremner Building, Lovers Walk, Rondebosch

Idilesi yeposi: UCT Private Bag, Rondebosch,7701

Imfonomfono: 021-650 9111

Ifeksi: 021-650 2138

Iwebhsayithi: www.uct.ac.za

Ingqonyela yeZiko: Dr Max Price, Vice-Chancellor

IGosa loLwazi: Hugh Amoore, iRejistra

Izicelo ku: ifeksi: 021-650 2138

I-imeyile: Hugh.Amoore@uct.ac.za

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Robin.Gherasim@uct.ac.za

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Isebe leeNjineli kunye
neZakhiwo eziSingqongileyo Gita Valodia
Gita.Valodia@uct.ac.za

Isebe leeNzululwazi ngezeMpilo Brenda Klingenberg
Brenda.Klingenberg@uct.ac.za

4. **Isikhokelo ngeKomishoni yamaLungelo oLuntu**

IKomishoni yamaLungelo oLuntu kufuneka ikhuphe isikhokelo phambi ko-Agasti ka-2003 ukuze incede umntu onqwenela ukusebenzisa naliphi na ilungelo eliqulethwe kuMthetho. Iinkcukacha zoqhagamshelwano xa ufuna iSikhokelo seKomishoni yamaLungelo oLuntu zingolu hlobo:

IKomishoni yamaLungelo oLuntu yaseMzantsi Afrika
Idilesi yeposi: Private Bag 2700, Houghton, 2041
Inombolo yemfonomfono: 011 484 8300
Inombolo yefeksi: 011 484 0582
Iwebhsayithi: www.sahrc.org.za

5. Imilandu (records) efumaneka e-UCT

(a) Ulwazi olunikezelwa xa umntu elufuna

1. Iingxelo

2. Iincwadana zabafundi, imigaqo kunye nolwazi ngesilabhasi

3. Imilandu yabafundi, xa kukhutshwe intlawulo yokuyifumana

4. Izinto ezikwiThala leeNcwadi

5. Imilandu yokugcinwa kweembali ezibalulekileyo zangaphezu kweminyaka engama-30.

6. Izigidimi

Iinkcukacha ngezi zinto zingasentla zingafumaneka kwiwebhsayithi okanye ngesicelo kwigosa lolwazi.

(a) Imilandu enokuthi icelwe

1. Imilandu ngamalungu olawulo lwangaphakathi (iBhunga, iSineyithi, iForam yeZiko, iSRC, iNtlanganisela yeDyunivesithi, nolweeKomiti zeYunivesithi)

2. Imilandu yabafundi abathile

3. Imilandu yabalawuli abathile

4. Iziphumo zophando, ezigqityiweyo okanye ezisenziwayo

5. Imilandu yezemali

6. Iindidi zeMilandu ezikhoyo ngaphandle kokuba umntu ade acele indlela yokuzifumana (iCandelo 15)

Akukabikho saziso sipapashiweyo ukuza kuthi ga ngoku.

7. Iinkonzo ezivuleleke kumalungu oLuntu e-UCT

Uluhlu oluneenkcukacha lweenkonzo luqulethwe kwiincwadana zonyaka zeYunivesithi, ezifumaneka simahla kwi-ofisi yeRejistra. Kungenjalo, ezi nkonzo zingafumaneka ngokundwendwela iwebhsayithi yethu kwa http:www.uct.ac.za

8. Ukuthabatha inxaxheba kulwenziwo loMthetho nezigqibo (iCandelo 14(g))

8.1 Abafundi nabasebenzi bangathatha inxaxheba ekuyilweni koMthetho nezigqibo zeenkqubo zeYunivesithi ngokuhambelana namalungiselelo oMthetho weMfundo ePhakamileyo, 101 ka-1997, njengoko ulungisiwe ngokunjalo nangokwemigaqo yeenkqubo zangaphakathi njengoko kuvunyelwene nabameli babafundi nabasebenzi amaxesha ngamaxesha.

8.2 Abanye abantu abanomdla bangangenisa izikhalazo zabo okanye iziphakamiso zabo ngokubhalela kwiRejistra kule dilesi ixelwe kumhlathi we-4 ngasentla.

9**. Ulungiso nezibheno malunga nesenzo okanye ukungaphumeleli kwesenzo seYunivesithi**

9.1 Ilungu loLuntu lingabeka isikhalazo ngokubhalela iRejistra.

9.2 Indlela yokulandela izikhalazo zangaphakathi yeYunivesithi ingasetyenziswa ngamalungu nabasebenzi.

9.3 Ukuba isikhalazo singesenzo, okanye ukungenzeki kwento ethile ngokwemigaqo yoMthetho wokuPhakanyiswa kokuFumaneka koLwazi, uMthetho we-2 ka-2000, ummangali angathabatha loo manyathelo achazwe kwiCandelo lama-74 ukuya kuma-82 lalo Mthetho.

9.4 Iinkqubo ezilandelwayo zezikhalazo zabafundi nezibheno zichazwe ngokuzeleyo kwiincwadana zonyaka ezifumaneka kwa:www.uct.ac.za.

10. Olunye ulwazi

Ukuba funa naluphi olunye ulwazi olungabandakanywanga kule ncwadana yenkcazelo, nceda uqhagamshelane neGosa loLwazi. Iinkcukacha zalo zifumaneka phantsi komhlathi 3 apha ngasentla.

Okanye ungatyelela iwebhsayithi yeYunivesithi yethu kwa-http//www.uct.ac.za.

Le ncwadana yenkcazelo iyafumaneka ngeSibhulu nangesiXhosa.

Le incwadana yenkcazelo ibhalwe ngo Meyi 2009.

11. Indlela zokwenza isicelo

(a) Umfaki-sicelo kufuneka avunyelwe ukuba afikelele kwimilandu yeziko likawonke-wonke ukuba lo mfaki-sicelo ukuthobele oku kulandelayo:

- Ukuba umfaki-sicelo uzithobele zonke iimfuno zokufuneka kwenziwe ngokoMthetho malunga nesicelo sokufumana loo mlandu; yaye

- Ukuba ngokoMthetho loo mlandu akanakuwalelwa phantsi kwayo nayiphi imiqathango yoMthetho.

(b) Uhlobo lwesicelo

- Umfaki-sicelo kufuneka asebenzise ifomu ekunyanzeleke ukuba izaliswe [Isaziso sikaRhulumente R187-15 Februwari 2002 Fomu A]. Iyafumaneka kwi-webhsayithi: www.sahrc.org.za okanye www.doj.gov.za.

- Umfaki-sicelo kufuneka achaze ukuba ingaba ufuna ikopi yomlandu okanye ufuna nje ukuwujonga loo mlandu. (Ukuba lo mlandu asiloxwebhu, ungajongwa ngolo hlobo ucelwe ngalo, ukuba oko kuyakwazeka, [s29(2)].

- Ukuba ngaba umfaki-sicelo ufuna uhlobo oluthile lomlandu, kufuneka anikwe

olo alufunayo, ngaphandle kokuba oko kuya kuchaphazela kakubi indlela i-UCT elawulwa ngayo, okanye ukuba oku kuya kuwumosha loo mlandu okanye ukuba oko kuya kuchaphazela ilungelo lokusetyenziswa kwalo mlandu. Ukuba, ngezizathu ezivakalayo, umlandu awufumaneki ngolu hlobo ufunwa ngalo kodwa ufumaneka ngenye indlela, intlawulo kufuneka ibalwe ihambelane naleyo yale ndlela umceli ebewufuna ngayo umlandu lowo [s29(3) no(4)].

- Ukuba umfaki-sicelo ufuna impendulo ebhaliweyo nokuxelelwa ngesigqibo ngayo nayiphi na indlela, umzekelo, ngefowuni, kufuneka umfaki-sicelo akutsho oko ngokwakhe [s 18(2)(e)].

- Ukuba umfaki-sicelo ulufunela omnye umntu olo lwazi, kufuneka achaze ukuba yena usifaka ngabuni eso sicelo [s 18(2)(f)].

- Ukuba umfaki-sicelo akakwazi kufunda okanye ukubhala, okanye ukhubazekile, umfaki-sicelo angacela ukuba afumane lo mlandu ngomlomo. Xa kunjalo, igosa lolwazi kufuneka lizalise ifomu egameni laloo mfaki-sicelo ze limnike ikopi [s 18(3)].

12. Iimali ezihlawulwayo

(a) Zimbini iintlobo zemali ezihlawulwayo, yintlawulo yokufaka isicelo nentlawulo yokufumana ulwazi. Ezi ntlawulo zafakwa kwigazethi yowe-9 Matshi 2001, iSaziso sikaRhulumente R223.

(b) Umfaki-sicelo ofuna ukufumana umlandu onento yokwenza nolwazi olungaye, akufunekanga ukuba ahlawule intlawulo yokufaka isicelo. Omnye nomnye umfaki-sicelo, ongafuni lwazi lumalunga naye, kufuneka ahlawule imali echaziweyo eyi-R350.

(c) Igosa lolwazi kufuneka lazise umfaki-sicelo (ngaphandle kwalowo ufuna ulwazi ngaye) ngokuthi ambhalele isaziso, esimchazela ukuba kufuneka ahlawule intlawulo ebekiweyo eyi-R350 phambi kokuba isicelo sakhe siphunyezwe.

(d) Emva kokuba igosa lolwazi lenze isigqibo ngesicelo, umfaki-sicelo kufuneka aziswe ngeso sigqibo ngendlela acele ukuba aziswe ngayo.

(e) Ukuba ngaba isicelo samkelwe. Kufuneka kuphinde kuhlawulwe enye imali yokufumana ulwazi ehlawulelwa uphando, ulungiso, ukukhutshelwa kolwazi kwakunye nalo naliphi na ixesha elingaphezulu kweeyure ezibekiweyo zokuphanda nokulungisa loo mlandu ukuze unikwe umfaki-sicelo.

Ubume beentlawulo zokufumana ulwazi buyafumaneka kwa:

www.sahrc.org.za

okanye

www.doj.gov.za

Hugh Amoore
May 2009