**IYUNIVESITHI YASEKAPA**
**(I-UCT)**

**INCWADI YENKCAZELO MAYELANA**

**NECANDELO 14(1)**

**LOMTHETHO WOKHUTHAZO LOFIKELELO KWIINGCOMBOLO**

**UMTHETHO WESI-2 KA-2000**

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## 1. Intshayelelo: Imisebenzi ye-UCT

I-UCT liziko likawonke-wonke lemfundo ephezulu ngokwemimiselo yoMthetho weMfundo ePhezulu ka-1997, kwaye yenza oku, iyahlohla, yenza uphando kunye neenkonzo zoluntu.

Ulawulo lwangaphakathi lwe-UCT lumiselwe ngokwemimiselo yoMthetho weMfundo ePhezulu ka-1997, kunye nomMiselo weYunivesithi yaseKapa njengoko upapashiwe kwi-Gazethi kaRhulumente yomhla wama-20 kuSeptemba 2002 nanjengoko uye walungiswa, kwaye uyafumaneka ukuze uhlolwe kwiwebhusayithi yase-UCT: www.uct.ac.za.

## 2. Ulwakhelo lwe-UCT

UmMiselo wase-UCT uchaza ulawulo kunye nolunye ulwakhelo lweyunivesithi. UmMiselo wase-UCT wapapashwa phantsi kweSaziso sikaRhulumente esinguNombolo 1199 somhla wama-20 kuSeptemba 2002 njengoko silungisiwe:-

- siSaziso sikaRhulumente sama-259 somhla wama-26 kuFebhuwari 2004,
- siSaziso sikaRhulumente sama-476 somhla wama-20 kuMeyi 2005,
- siSaziso sikaRhulumente sama-748 somhla wama-27 ku-Agasti 2010,
- nasiSaziso sikaRhulumente sama-408 somhla wama-23 kuMeyi 2012

## 3. Iinkcukacha zoqhagamshelwano

Idilesi: Isakhiwo i-Bremner, e-Lovers' Walk, e-Rondebosch
Idilesi yeposi: UCT, Private Bag X3, Rondebosch, 7701
Ifowuni: 021-650-2115/6
Ifeksi: 021-650-2138
Iwebhusayithi: www.uct.ac.za

Inqununu yeZiko: NguGqir. Max Price, i-Vice-Chancellor
Ifeksi: 021-650-5100
I-imeyili: vc@uct.ac.za

**UMgcini-zincwadi usebenza njengoSekela weGosa lweeNgcombolo ngokwamagunya kunye nemisebenzi ayiphathiswe ngu-Vice Chancellor.**

**Izicelo, ngokwemimiselo yoMthetho woKhuthazo loFikelelo kwiiNgcombolo, kufanele zithunyelwe kuMgcini-zincwadi.**

USekela weGosa leeNgcombolo: u-Royston Pillay, uMgcini-zincwadi
Ifeksi: 021-650-2138
I-imeyili: registrar@uct.ac.za

**Ngeengcombolo ezisetyenziswa ngamacandelo okuhlohla, izicelo zisenokuthunyelwa kula maSekela eGosa leeNgcombolo:-**

Icandelo lokuHlola leZabantu: ku-Tracy Goslar
tracy.goslar@uct.ac.za

Icandelo lokuHlohla leNzululwazi: ku-Karen Wienand
karen.wienand@uct.ac.za

Icandelo lokuHlohla leZomthetho: ku-Sashni Chetty
sashni.chetty@uct.ac.za

Icandelo lokuHlohla leZoshishino: ku-Kashni Maistry
kashni.maistry@uct.ac.za

Icandelo lokuHlohla leZobunjineli neZokwakha: ku-Gita Valodia
gita.valodia@uct.ac.za

Icandelo lokuHlohla leNzululwazi yeZempilo: ku-Brenda Klingenberg
brenda.klingenberg@uct.ac.za

## 4. Isikhokelo seKhomishini yaMalungelo aBantu

Ikhomishini yaMalungelo aBantu inikezele ngesikhokelo sokunceda umntu onqwenela ukwenza nantonina mayelana nelungelo ekusingiselwe kulo kulo Mthetho. Iinkcukacha zoqhagamshelwano zesikhokelo seKhomishini yaMalungelo aBantu zimi ngale ndlela ilandelayo:

SA Human Rights Commission
Idilesi yePosi: Private Bag 2700, Houghton, 2041
Ifowuni: 011-484-8300
Ifeksi: 011-484-0582
Iwebhusayithi: www.sahrc.org.za

## 5. Iifayile ezigcinwe yi-UCT

### (a) Iifayile ezifumaneka lula okanye ezivezwa ngokuzithandela:

Zonke iingcombolo okanye iifayile ezipapashwe kwiwebhusaythi yase-UCT ziyafumaneka lula ngaphandle kwesinyanzeliso, ngaphandle kokufaka isicelo se-PAIA.

Ezi fayile ziquka:-

1. Iingxelo
2. Iincwadana zenkcazelo zabafundi, imigaqo kunye nenkcazelo yesilabhasi
3. Izigidimi, iingxelo ezenziwe koonondaba
4. Inkcazelo malunga neYunivesithi

Iingcombolo zoku kungentla zisenokufunyanwa kwiwebhusayithi okanye ngokwenza isicelo kwigosa leengcombolo.

### (b) Iindidi zeefayile ezigcinwe yiYunivesithi ezisenokucelwa ngokwemimiselo ye-PAIA:

1. Iifayile zamalungu olawulo lwangaphakathi (iBhunga, iGqiza loLawulo, iQumrhu leZiko, i-SRC, iNtlangano yeekomiti zeYunivesithi
2. Iifayile zomfundi ngamnye
3. Iifayile zomsebenzi ngamnye
4. Iifayile zophando, zezenzululwazi nezobugocigoci
5. Iifayile zezemali, iingxelo, izivumelwano, kunye neerejista zempahla

### (c) Iindidi zeefayile ezifumanekayo ngaphandle kokuba umntu kufuneke enze isicelo sokufikelela kuzo (icandelo le-15):

Akukho saziso sipapashiweyo ukuza kuthi ga ngoku.

## 6. Iinkonzo ezinikezelwa yi-UCT eluntwini

Uluhlu oluphele leyo lweenkonzo luqulathwe kwiincwadana zenkcazelo ze-Yunivesithi nezinokubonwa ngokutyelela iwebhusayithi ku-http://www.uct.ac.za.

## 7. Ukuthatha inxaxheba ekuqulunqweni kwemigaqo-nkqubo nasekwenziweni kwezigqibo (icandelo 14(g))

Abafundi kunye nabasebenzi bathatha inxaxheba kwiinkqubo zokuqulunqwa kwemigaqo-nkqubo nezokwenziwa kwezigqibo zale Yunivesithi ngokuhambelana namagatya oMthetho weMfundo ePhezulu, uMthetho 101 ka-1997, njengoko ulungisiwe, kananjalo nangokwemimiselo yezo nkqubo zangaphakathi njengoko kuvunyelenwe ngazo kumaxesha athile nemibutho emele abafundi nabasebenzi.

Abanye abantu abanomdla basenokungenisa izimvo zabo okanye iziphakamiso ngembalelwano kuMgcini-zincwadi kule dilesi ikhankanywe kumhlathi wesi-3 apha ngentla.

## 8. Ulwaluleko kunye nezibheno eziphathelelene nezenzo okanye nokusilela kweYunivesithi ekwenzeni loo nto

Umntu usenokufaka isikhalazo ngembalelwano kuMgcini-zincwadi.

Inkqubo yezikhalazo yeYunivesithi isenokusetyenziswa ngabasebenzi.

Ukuba isikhalazo siphathelelene nesenzo okanye nokusilela ukwenza into ngokwemimiselo yoMthetho woKhuthazo loFikelelo kwiiNgcombolo, uMthetho wesi-2 ka-2000, ummangali angathatha loo manyathelo abonelelweyo kumacandelo ama-74 ukuya kwawama-82 alo Mthetho.

Iinkqubo zezikhalazo nezibheno zabafundi zidandalaziswe ngokupheleleyo kwiincwadana zenkcazelo zonyaka ezinokubonwa ku-www.uct.ac.za.

## 9. Enye inkcazelo

Ngayo nayiphi na enye inkcazelo engaqulethwanga kule ncwadi yenkcazelo, nceda uqhagamshelane neGosa leeNgcombolo, iinkcukacha zalo zoqhagamshelwano zinikezelwe kumhlathi wesi-3 apha ngentla.

Kungenjalo tyelela iwebhusayithi yeYunivesithi ku- http://www.uct.ac.za. Le ncwadi

yenkcazelo iyafumaneka nge-Afrikansi nangesiNgesi.

Le nguqulelo yale ncwadi yenkcazelo ihlaziywe ngo-Apreli 2017.

**10. Izicelo**

**(a) Umceli:**

Umceli kumele enziwe afikelele kwifayile yase-UCT njengombutho kawonke-wonke ukuba umceli ufezekisa le mimiselo ilandelayo:

- umceli uyifezekisa yonke imimiselo yeenkqubo ezikuMthetho ezinxulumene nesicelo sofikelelo kulo fayile; kwaye

- ufikelelo kulo fayile alwaliwa ngenxa yaso nasiphi na isizathu esikhankanywe kulo Mthetho.

**(b) Uhlobo lwesicelo:**

Umceli kumele asebenzise ifomu eyalelweyo [iSaziso sikaRhulumente R187-15 sangoFebhuwari 2002 uFomu A]. Le fomu iyafumaneka kwezi webhusayithi zilandelayo: www.sahrc.org.za okanye www.doj.gov.za.

Umceli kumele abonise ukuba ingaba isicelo sesekopi yefayile okanye ingaba umceli ufuna ukuhlola le fayile na. (Ukuba le fayile ayiloxwebhu ingajongwa kule mo icelwa ngayo, apho kunokwenzeka [s 29(2)]).

Umceli ocela ufikelelo ngemo ethile kufanele afumane ufikelelo ngale mo iceliweyo, ngaphandle kokuba oku kungaphazamisana kakhulu nokusebenza kwe-UCT, okanye konakalise ifayile, okanye kophula umthetho wamalungelo ekopi. Ukuba ngenxa yezizathu ezibambekayo ufikelelo alunikezeleki ngale mo iceliweyo kodwa luyanikezeleka ngenye indlela kumele kubalwe intlawulo ngokwale ndlela ibicelwa ngumceli [s29(3) no-(4)].

Ukuba umceli ufuna impendulo ngembalelwano okanye ufuna ukuchazelwa ngesigqibo ngayo nayiphi na enye indlela, umz. ngefowuni, oku kumelwe kuchazwe ngumceli [s 18(2) (e)].

Ukuba umceli ucela le nkcazelo egameni lomnye umntu, kumele achaze ukuba usenza esi sicelo ngabuni na [s 18(2)(f)].

Ukuba umceli akakwazi kufunda okanye kubhala, okanye ukhubazekile, umceli angenza isicelo sale fayile ngomlomo. Igosa leengcombolo kumele ke ngoko ligcwalise ifomu egameni laloo mceli lize limnike ikopi [s 18(3)].

**11. Iintlawulo**

Kukho iintlobo ezimbini zeentlawulo, intlawulo yesicelo nentlawulo yofikelelo. Ezi ntlawulo bezibhalwe phantsi kwigazethi yomhla wesi-9 kuMatshi 2001, iSaziso sikaRhulumente R223.

Umceli ofuna ufikelelo kwifayile equlathe iingcombolo zokobuqu malunga naloo mceli, akukho mfuneko yokuba enze intlawulo ngeso Sicelo. Wonke omnye umceli, ezingezozakhe buqu iingcombolo, kumele enze le ntlawulo yesicelo ingama-R50.

Igosa leengcombolo kumele lichazele umceli (ngaphandle komceli wokobuqu) ngesaziso, esifuna umceli enze le ntlawulo yama-R50 ngaphambi kokuba aqhubeke nokusebenza ngesi sicelo.

Emva kokuba igosa leengcombolo selenze isigqibo ngesicelo, kumele kuchazelwe umceli ngesi sigqibo ngale ndlela umceli becele ukwaziswa ngayo.

Ukuba isicelo sinikezelwe, kumele kuhlawulwe enye imali yofikelelo ihlawulelwa uphando, ukulungiselelwa, ukuveliswa nalo naliphi na ixesha elidlulileyo kwezi yure ziyalelweyo zokukhangela nokulungiselela le fayile ukuze ivezwe.

Ulwakhelo lweentlawulo zofikelelo luyafumaneka ku-www.sahrc.org.za okanye www.doj.gov.za.

Ngu-Royston Pillay
NgoMeyi 2017