



Rules and Procedures for No-Events Periods

Registrar & Student Life

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Document administrator:	Office of the Registrar Office of the Executive Director: Student Life
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RULES AND PROCEDURES FOR NO-EVENTS PERIODS

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1 Purpose

As part of ensuring the creation of a conducive teaching-learning and research environment, the rules and procedures for No-Events Periods are provided to ensure that sufficient preparatory time is afforded to students with respect to teaching-learning and research.

2 Interpretation

The Rules and Procedures for No-Events Periods (hereafter referred to as *the Rules*) must be applied in a manner that is consistent with the –

- 2.1 Statute of the North-West University;
- 2.2 NWU Policy on Business Continuity (2021);
- 2.3 Institutional Rules on Student Governance (2021);
- 2.4 Constitution of the Students' Representative Council of the North-West University (2021);
- 2.5 Policy on Student Discipline (2019); and
- 2.6 Any other policies, rules or guidelines of the University that may be relevant.

3 Scope of application

The Rules are the rules of the University Management Committee and apply to programmes, activities, and events (hereafter referred to as *events*) executed in the periods immediately preceding and during the semester assessment and exam opportunities as published in the University calendar and that are not directly related to teaching-learning and research. This includes events coordinated and/or presented by the University, as well as external events endorsed by the University, that students participate in, attend, and/or act as representatives of the NWU.

4 Rules for No-events Periods

- 4.1 The following periods are declared No-events Periods (NeP) and published in the University calendar:
 - 4.1.1 The period of five (05) working days, including any weekend days, preceding the first day of the **semester assessment week(s)**.
 - 4.1.2 A period of ten (10) working days, including any weekend days, preceding the first day of the **semester exam period** for the first opportunity.
 - 4.1.3 The **full duration** of the semester assessment week(s) and the first opportunity semester exam period(s).
- 4.2 The NeP applies to events that require the active participation and/or attendance of students and/or student leaders as presented by staff, students, student leaders, and/or external stakeholders.
- 4.3 The application for concession on the NeP are subject to the criteria provided in paragraph 5 below.
- 4.4 The NeP does not apply to:
 - 4.4.1 **Meetings** held as part of the day-to-day business of the University involving students and/or student leaders, but may not require the compulsory attendance of students to such meetings during this time; and

- 4.4.2 **Routine rehearsals, practices, preparations and/or planning** required for the event, provided that the schedule of rehearsals, practices and preparations has been approved in accordance with the process outlined in paragraph 6 below.
- 4.5 Activities directly related to the teaching-learning and research programme such as academic classes, research and laboratory work, academic tutoring and mentoring, in-service training, work-integrated learning, field-work, and academic excursions, etc. are not subject to the NeP.

5 Criteria for Concessions on the NeP

When considering an application for concession on the NeP, the following criteria is applicable:

- 5.1 The proximity of the event to the assessment period or exam opportunity.
- 5.2 The number of students and student leaders required to actively participate and/or attend the event.
- 5.3 The duration of the event, taking into consideration possible time required for travel, event preparations and event closure.
- 5.4 The possibility of rescheduling the event to a date and time falling outside the NeP.
- 5.5 Mitigating measures and mechanisms that can minimize the possible negative impact of the event on the academic preparatory time afforded to students.
- 5.6 The existing contractual and/or bursary obligations that exist between the University and the relevant student(s) impacting the student's relationship with the NWU.

6 Procedures for Concessions on the NeP

6.1 General procedures

- 6.1.1 An application for a concession on the NeP must be made in writing by the relevant *Coordinating role-player* and submitted to the relevant *Applying role-player* at least 30 days prior to the date of the event.
- 6.1.2 Upon the receipt of the application, the application must be considered within 05 working days with:
- Feedback provided to the *Coordinating role-player* on the refusal or support of the application; and
 - If support is granted for the application, the *Applying role-player* must submit the application for final approval to the *Approving role-player*.
- 6.1.3 Upon receipt of the supported application, the *Approving role-player* must provide feedback on the application within 05 working days.

6.2 Concessions on the NeP for Institutional and Campus level events

6.2.1 An application for a concession is coordinated, applied for, and approved by the following role-players:

Coordinating role-player	Applying role-player	Approving role-player
SRC ¹	Executive Director: Student Life	Registrar
SCC ² and subordinate student leadership structures (excluding House Committees)	Relevant Campus Director: Student Life	Registrar
Staff and University Departments and Division	Relevant Director of department or division	Registrar
External service providers, promotors, and contractors	Relevant Director of responsible department or division	Registrar

6.2.2 Concessions on the NeP for Institutional and Campus Level events include events coordinated by the following *Coordinating role-players*:

- SRC, SCC and subordinate student leadership structure (excluding house committees);
- Staff and University Departments and Divisions; and
- External service providers, promotors, and contractors.

¹ Students' Representative Council.

² Students' Campus Council.

- 6.2.3 Such events are presented to and require the participation and/or attendance of the broader student community of the University, or relevant Campus.
- 6.2.4 Approval of applications for concessions from the NeP for such events are granted by the Registrar (*Approving role-player*), in consultation with the Executive Director: Student Life.

6.3 Concessions on the NeP for Sub-Campus Level Events

- 6.3.1 Concession from the NeP for Sub-Campus Level events include:
- i. Events coordinated by a House Committee and/or House Parent that require the active participation and/or attendance of the student residents of a specific university residence or day house, limited to the student capacity of the relevant university residence or day house.
 - ii. Events hosted by a specific Student Life Functional Area as part of the Co-Curricular programme for a specific group of clearly identifiable students, limited to 250 participants.
- 6.3.2 An application for a concession is coordinated, applied for, and approved by the following role-players:

Coordinating role-player	Applying role-player	Approving role-player
Residence Life stakeholder (staff/student coordinator)	Relevant House Parent	Campus Director: Student Life
Student Life Functional Area stakeholder (staff/student coordinator)	Relevant Senior Manager ³	Campus Director: Student Life

- 6.3.3 Concessions for Sub-Campus level events is be granted by the relevant Campus Director: Student Life, with a report on the approved concessions submitted to the Registrar and Executive: Director Student Life once per semester.

6.4 Concessions on the NeP for Routine Rehearsals, Practices, Preparations and/or Planning

- 6.4.1 Routine rehearsals, practices, preparations and/or planning for events are generally not subject to the NeP, provided that the compulsory attendance and/or participation of students is not required.
- 6.4.2 A schedule of rehearsals, practices, preparations and/or planning that should occur during the NeP must be approved by the relevant Campus Director: Student Life, with a consolidated schedule submitted to the Registrar and Executive Director: Student Life for noting once per semester.
- 6.4.3 Routine rehearsals, practices, preparations and/or planning for events must be reasonably limited and reduced in comparison to the periods falling outside the NeP.

6.5 Concessions from the NeP for emergent events

- 6.5.1 Concessions on the NeP may be sought for emergent events that arise due to unforeseen circumstances, that could not be reasonably anticipated.
- 6.5.2 Such applications are brought by the same *Coordinating* and *Applying role-players* as indicated in paragraphs 6.2 and 6.3 above, but require the approval of Registrar, in consultation with the Executive Director: Student Life

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³ Or equivalent staff position.