



RULES ON CO-CURRICULAR PARTICIPATION SCORES FOR STUDENT LIFE AND RESIDENCE LIFE PROGRAMMES

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1 Introduction and purpose

Informed by the strategic objective of developing a clearly differentiated student value proposition through structured and unstructured co-curricular programmes, the following rules are provided to guide the configuration and functioning of the co-curricular participation scores (also referred to as *scores*) for student life and residence life programmes.

The purpose of the scores is to recognise, reward and incentivise students' participation in the co-curricular programmes presented as part of the student life and residence life programme, with a specific emphasis on those residing in university residences. In line with the university's residence management system, the scores contribute towards senior student applicants' overall competitive advantage when applying for space in a university residence.

2 Interpretation

The rules must be interpreted in a manner that is consistent with:

- i. The Statute of the North-West University;
- ii. Policy and Manual on Student Discipline;
- iii. Institutional Rules on Student Governance;
- iv. Constitution of the Students' Representative Council of the North-West University;
- v. Rules of the subordinate student leadership structures of the SRC and SCCs of the NWU;
- vi. Rules of the university residences and day houses of the North-West University;
- vii. Other relevant policies, rules and guidelines that fall within the ambit of the student life and residence life programme.

Term	Definition
DSL	Director: Student Life
Co-curricular programme	Refers the structured and unstructured Student Life and Residence Life programmes and activities related to arts, culture, sport, community engagement, student leadership, etc. presented by the university.
SCLRL	Student Communities, Leadership and Residence Life.
Student	Within the context of these rules, a student refers to an individual who is registered for a programme leading to a qualification offered via the contact mode of delivery at one of the campuses of the NWU.
University	Refers to the North-West University.

3 Scope

These rules are applicable to the calculation of the co-curricular participation scores of senior students who are applying for accommodation in a university residence. Only the co-curricular participation categorised under the type and sub-types contemplated in these rules occurring within the identified recognition period, are considered as part of the rules.

4 Role-players

4.1 The following role-players are responsible for the co-curricular data collection and reporting:

Environment	Data collector <i>**Data is collected by this role-player.</i>	Data confirmation <i>**Verification of data for completeness and accuracy.</i>	Data upload to StarRez web <i>**Data collected by data collector is uploaded to StarRez web by the following stakeholder.</i>
Residence life	House Committee	House Parent	House Parent
Student leadership structure membership	Administrative staff member appointed by DSL	Director: Student Life Senior manager SCLRL	Senior manager SCLRL
Recreational sport falling outside the residence life ambit	Administrative staff member appointed by DSL	Office of director student life	Senior manager SCLRL
High performance and priority sport	Manager or delegate for relevant sport code	Office of director student life	Senior manager SCLRL
Campus arts falling outside the residence life ambit	Manager or delegate for relevant arts activity	Office of director student life	Senior manager SCLRL
General student life activities not included above	Relevant manager or delegate	Office of director student life	Senior manager SCLRL

4.2 Data obtained by role-players is submitted to Residence Services via the university's residence management system for inclusion to the senior student university residence application process.

5 Co-curricular types

5.1 The co-curricular participation score of a student consists of five main categories, referred to as "types", with corresponding programmes and activities grouped under each type as a "sub-type" (sub-category).

5.2 The following types have been identified:

Type	Description
Arts & culture	Arts and culture related programmes presented as part of student life and residence life.
Residence life	Activities and engagements occurring within the university residence environment that contribute towards the student life offering within the university residence.
Sport	Sports related programmes presented as part of student life and residence life.
Student leadership and development	Formal student leadership structures and structured leadership development programmes of the NWU.
Student life general	Unique co-curricular activities that do not clearly fall within the above indicated sub-types.

5.3 The complete list of corresponding sub-types must be maintained by the senior manager SCLRL and DSL, with sub-types identified per campus based on programme offering.

6 Determining of co-curricular sub-types

6.1 Informed by the above co-curricular types, corresponding sub-types must be identified that further categorise the specific co-curricular activities and contributions of students.

6.2 The sub-types are annually reviewed by the senior manager SCLRL and DSL to ensure relevance and alignment with the student life and residence life programme, which includes the scores assigned each sub-type.

6.3. As part of the review process, a consultation process with house parents and student representatives must be undertaken allowing them with an opportunity to provide their written inputs.

7 Determining the period under consideration

- 7.1 The senior manager SCLRL and DSL annually determine the period under consideration (referred to as *the period*), with all co-curricular activities identified as types and sub-types occurring during this period regarded as valid contributions to a student's score.
- 7.2 This period should as far as possible align across the three campuses, however reasonable deviation of the period may occur due to contextual and practical realities of each campus, as agreed upon between the senior manager SCLRL and the relevant DSL.
- 7.3 A deviation as contemplated in paragraph 7.2 above may be for the entire campus, a specific or group or university residences, or a specific type or sub-type.
- 7.4 As part of determining the period, the senior manager SCLRL and DSL must consult the director Residence, Catering and Fleet Services to ensure alignment of score submission dates with the annual senior student residence application cycle.
- 7.5 Once the period has concluded, any activities occurring thereafter must be considered during the next period.
- 7.6 The senior manager SCLRL and DSL must agree upon a due date for the finalisation of scores, after which all outstanding scores are uploaded to the residence management system for processing as part of the senior student residence application cycle.
- 7.7 The period must be communicated to all university residence students in writing.

8 Fixed- and interval scores

- 8.1 The following definitions are provided for the fixed- and interval scores:

Fixed scores	Fixed scores refer to activities that have a specific scores assigned to it, with no in-between value. Therefore, the student either receives the full score, or 0. Consequently, no discretion or evaluation of commitment or quality of contribution is made relating to activities assigned fixed scores.
Interval scores	Interval scores refer to activities where the level of engagement, participation and quality of contribution of a student is considered. For example, if a student attended 10 out of 10 residence meetings, they would receive the full score, but if they attend less, the score would be adjusted downwards. Interval scores are capped at specific values as annually determined by the DSL and senior manager SCLRL, and may not exceed the indicated values.

- 8.2 As part of the determinations made in paragraphs 6 and 7, the senior manager SCLRL and relevant DSL must indicate which sub-types are scored based on fixed- or interval scores.
- 8.3 Additional guidelines may be provided by the senior manager SCLRL and DSL to relevant staff and student stakeholders providing parameters for the issuing of interval scores, for example the number of instances that would justify the allocation of a point.

9 Weighted contribution of the score

- 9.1 The weighted contribution of the co-curricular participation score must be less than the weighted contribution of the academic mark of a student.
- 9.2 The weighted contribution of the score is 30% of the total placement score used to evaluate the application of a senior student, with the remaining 70% weighted score allocated to the academic performance of a student, thus a 30:70 ratio.
- 9.3 The weighted contribution of the score may be adjusted due to contextual and practical realities of a campus or university residence, provided that the DSL, Director Residence, Catering and Fleet Services, and the senior manager SCLRL agree to such.
- 9.4 An adjustment to the weighted score contemplated in paragraph 9.3 for a campus or residence must be reviewed annually to determine the relevance and need in maintaining the adjustment or returning to the 30:70 ratio.
- 9.5 An adjustment in the weighted contribution of a score must be communicated to the affected students in writing, providing reasons for the adjustment.

10 Calculation of co-curricular participation score

- 10.1 The calculation of the scores is applicable to **senior student residence applications for the subsequent year**.
- 10.2 Therefore, prospective first-year student applications are not affected by this process.
- 10.3 The calculation of the scores is done as follows:
- i. The scores obtained by a student for a sub-type during the period of recognition (for example; a period of 12 months spanning from September 2025 to August 2026) are combined to achieve a sub-total for each type.
 - ii. The sub-total of each type is combined to arrive at a total score.
 - iii. The total score is limited to 50 points, with any additional points obtained being disregarded.
 - iv. Therefore, once a student achieves the maximum score of 50, they have achieved a co-curricular participation score of 100% and cannot obtain a higher score.
 - v. Based on the score obtained out of 50, the percentage is calculated and further processed to the relevant weighted score that contributes towards the placement score of the university residence accommodation application.
 - vi. An adjusted total score may be determined for specific groups of students, done in accordance with paragraph 15 below.
 - vii. An example of this calculation would be:

Co-curricular participation score	Score	Percentage (100%)	Weighted score (30%)
	32 / 50	64%	19.2%
Academic performance	Index mark		Weighted score (70%)
	80%		56%
Final placement score for university residence accommodation (30:70):			75.2%

11 Data collection, processing and verification

- 11.1 The role-players identified as data collectors in paragraph 4 above are responsible for the collection of data relating to the co-curricular activities presented within their ambit.
- 11.2 The role-players identified in the data confirmation column indicated in paragraph 4 are responsible for the review of data collected, verifying the accuracy and completeness thereof.
- 11.3 The role-players identified in the column “*data upload to StarRez web*” are responsible for the final submission and upload of co-curricular data to the platform, using the provided templates.
- 11.4 As far as reasonably possible, co-curricular participation scores must be uploaded on a continuous basis or upon the conclusion of a specific programme or activity.
- 11.5 As part of the processing of scores uploaded to the residence management system, a period must be provided during which:
- i. Students may review the scores uploaded;
 - ii. Request corrections on scores; and
 - iii. Receive feedback on potential amendments.
- 11.6 After conclusion of the period contemplated in paragraph 11.5, the scores are regarded as finalised, whereafter no further amendments are allowed.
- 11.7 The senior manager SCLRL is responsible for:
- i. Monitoring and verification of data submitted and may request additional information from relevant role-players to verify the accuracy and truthfulness of data submitted.
 - ii. Providing templates and administrative tools enabling the effective collection and processing of data.

12 Publication of data

Co-curricular participation score data is uploaded to the residence management system and automatically published to each residence student’s residence management system profile for review.

13 Dispute resolution

13.1 In the event that a student disputes the score they obtained, the following levels of escalation must be pursued:

Student lodging the dispute	Level 1 role-player	Level 2 role-player	Level 3 role-player
Residence student	House parent	Director Student Life	Senior manager SCLRL
Non-residence student	Office of DSL		

13.2 Disputes relating to a student's score must:

- i. First be reported to the level 1 role-player to resolve the matter.
- ii. If the matter cannot be resolved, the level 1 role-player may refer the matter to the level 2 role-player, who may request additional information relating to the disputed score.
- iii. If the matter remains unresolved after the aforementioned steps have been followed, the level 2 role-player may refer the matter to the level 3 role-player who must review the dispute and decide on a final outcome.

13.3 As part of the dispute resolution process, the affected student must be afforded an opportunity to clearly outline the alleged error or omission in the calculation of their score and provide proof which would substantiate their claim.

13.4 The following resolutions may be considered by the level 1-3 role players:

- i. Granting of the student's request to amend the score; or
- ii. Amending the student's score to reflect the true nature of their performance, based on evidence provided; or
- iii. Forfeiture of the score by the student due to lack of performance-based evidence.

13.5 When the student who lodged the dispute accepts the outcome of the dispute resolution decision of a level 1 or level 2 role-player, the process concludes and the dispute is regarded as resolved.

13.6 The decision reached on the outcome of a dispute by the level 3 role-player is final with no further recourse available to the student.

14 Limitations and forfeiture

14.1 Co-curricular participation scores of students are linked to a student and their performance, therefore scores obtained by a student that were loaded to the residence management system will be recognised regardless of the university residence or campus where the student applies.

14.2 Subject to the policy and manual on student discipline, a disciplinary hearing committee of the university may as part of a sanction revoke or reduce the co-curricular scores obtained by a student who is found guilty of misconduct.

14.3 A student who fails to timeously lodge their enquiry with the relevant role-players contemplated in paragraph 13 above, will forfeit any additional scores that may not have been correctly captured.

15 Score adjustments for students involved in work-integrated learning

15.1 As part of ensuring equitable and fair opportunity for the obtainment of co-curricular participation scores, score adjustments may be made for groups of students involved in work-integrated learning.

15.2 Score adjustments may be made if:

- i. The work-integrated learning, also referred to as "practical work", requires a student to spend time away from campus (*away-days*), resulting in a reduction of their ability to participate in co-curricular programme.
- ii. The work-integrated learning is required as part of the teaching, learning and research programme of the university, and stipulated in faculty yearbook.
- iii. The *away-days* consist of at least 240 hours (10 days) per semester.

15.3 The score adjustments must be informed by a formula that can be consistently applied to groups of students, in a manner that is fair and transparent.

15.4 The maximum score adjustment that may be issued is 30% and may further be reduced for a specific campus based on co-curricular programme requirements and realities, as agreed upon between the DSL and senior manager SCLRL, with such a change communicated to the affected students in writing.

15.5 The following variables must be considered when determining the score adjustments for groups of students:

<i>a</i>	Academic days: determined by identifying the number of academic days as published in the university calendar that fall within the period under consideration.
<i>b</i>	Student life days: determined by multiplying the number of academic days (<i>a</i>) by 1.2 (to include for Saturdays)
<i>c</i>	Practical days: number of practical days that would result in the student being away from campus during the period under consideration. If work-integrated learning is stipulated as hours by the faculty, the number of hours must be converted to days.
<i>d</i>	"Away-days": determined by multiplying the number of practical days (<i>c</i>) with 1.2 (to include for Saturdays).
<i>e</i>	Score adjustment percentage: determined by dividing the "away-days" with the "student life days" ($d/b \times 100$)
<i>f</i>	The maximum adjustment percentage that may be awarded.
<i>g</i>	The adjusted maximum score: determined by subtracting the adjustment percentage from the maximum score of 50 points.

15.6 Annexure A provides an example of the formula as contemplated in paragraph 15.3.

EXAMPLE OF THE APPLICATION OF THE SCORE ADJUSTMENT FORMULA FOR THE FACULTY OF EDUCATION AND SCHOOL OR NURSING STUDENTS

***The following calculations are provided as examples in understanding the application of the formula and variables provided for in paragraph 15.*

1 Calculation for Faculty of Education

***Period under consideration: first semester + July and August*

Calculation 1 Determine <i>a</i>	60 academic days per semester (as per academic calendar) Period under consideration = first semester [60 days] + July & August of second semester [35 days] = 95 academic days Thus, $a = 95$
Calculation 2 Determine <i>b</i>	$a \times 1.2 = 114$ student life days Thus, $b = 114$
Calculation 3 Determine <i>c</i>	20 practical days per semester (both falling within period under consideration) Therefore, $20 \times 2 = 40$ days of practical days Thus, $c = 40$
Calculation 4 Determine <i>d</i>	$c \times 1.2 = 48$ away-days that the student would be unable to participate in co-curricular programmes. Thus, $d = 48$
Calculation 5 Determine <i>e</i>	$e = (d \div b) \times 100$ $e = 42.105\%$
Determine <i>f</i>	$f = 30\%$
Calculation 6 Determine <i>g</i>	$50 - 30\% = 35$ points Thus, $g = 35$
Therefore, a student registered with the faculty of education will have a new maximum score of 35. If an education student in the remaining time obtained a co-curricular score of 20 points, this would result in a calculated score out of 35, i.e., $20/35 \times 100 = 57.14\%$, versus $20/50 \times 100 = 40\%$ (had the score not been adjusted).	

2 Calculation for School of Nursing

***Period under consideration: first semester + July and August*

Calculation 1 Determine <i>a</i>	60 academic days per semester (as per academic calendar) Period under consideration = first semester [60 days] + July & August of second semester [35 days] = 95 academic days Thus, $a = 95$
Calculation 2 Determine <i>b</i>	$a \times 1.2 = 114$ student life days Thus, $b = 114$

Calculation 3 Determine <i>c</i>	<ul style="list-style-type: none"> i. 3 000 hours of practical work over a period of 4 years prescribed in faculty yearbook, calculated to 750 hours of practical work per year. ii. 750 hours / 120 academic days = 6.25 hours per academic day iii. 6.25 x 95 academic days = 593.75 hours iv. 593.75 ÷ 24 hours = 24.739 days rounded upwards to 25 days <p>Thus, <i>c</i> = 25 days</p>
Calculation 4 Determine <i>d</i>	<p>$c \times 1.2 = 30$ <i>away-days</i> that the student would be unable to participate in co-curricular programmes.</p> <p>Thus, <i>d</i> = 30</p>
Calculation 5 Determine <i>e</i>	<p>$e = (d \div b) \times 100$</p> <p>$e = 26.315\%$</p>
Determine <i>f</i>	$f = 30\%$
Calculation 6 Determine <i>g</i>	<p>$50 - 26.315\% = 36.84$ rounded upwards to 37 points</p> <p>Thus, <i>g</i> = 37</p>
<p>Therefore, a student registered with the school or nursing will have a new maximum score of 37.</p> <p>If a nursing student in the remaining time obtained a co-curricular score of 20 points, this would result in a calculated score out of 37, i.e., $20/37 \times 100 = 54.04\%$, versus $20/50 \times 100 = 40\%$ (had the score not been adjusted).</p>	