



RULES AND PROCEDURES ON NO-EVENTS PERIODS FOR NON-ACADEMIC PROGRAMMES AND ACTIVITIES

Registrar & NWU Student Life

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1 Purpose

As part of ensuring the creation of a conducive teaching-learning and research environment, the rules and procedures on no-events periods for non-academic programmes and activities (hereafter referred to as *the rules*) are provided to ensure that sufficient preparatory time is afforded to students with respect to teaching-learning and research, to enable a balanced academic and co-curricular calendar for students.

2 Interpretation

2.1 The rules must be applied in a manner that is consistent with the –

- i. Statute of the North-West University;
- ii. NWU Policy on Business Continuity;
- iii. Institutional Rules on Student Governance;
- iv. Constitution of the Students' Representative Council of the North-West University;
- v. Policy and Manual on Student Discipline; and
- vi. Any other policies, rules or guidelines of the university that may be relevant.

2.2 The following definitions are relevant for the rules:

Term	Definition
CCD	Refers to the Campus Chief Director
DSL	Refers to the 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 and elections, etc. presented by the university.
Day	Refers to a period of 24-hours, including weekends, public holidays, recess periods, etc.
DVC SLTPC	Deputy Vice-Chancellor Student Life, Transformation, People & Culture
Non-academic programmes and activities	Refers to programmes and activities that do not form part of the formal teaching-learning and research programme of the university, as outlined in the Faculty yearbooks of the university and academic calendar. This therefore includes programmes and activities that require the active participation of students, including the co-curricular programme, sport, and other events arranged by internal or external stakeholders.
SCC	Refers to the Students' Campus Council.
SCLRL	Refers to Student Communities, Leadership and Residence Life.
SRC	Refers to the Students' Representative Council.
Subordinate student leadership structures	Refers to the student leadership structures established by the SRC in the Constitution of the Students' Representative Council of the North-West University.
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 of application

- 3.1 The rules are provided by the University Management Committee (UMC) 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**.
- 3.2 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.
- 3.3 Examples of known events included under these rules are provided below, but do not constitute a complete list:
 - i. Sport events, including recreational, competitive and high performance.
 - ii. Open day and similar events.
 - iii. Co-curricular arts and culture events.
 - iv. Recreational and entertainment events (for example RAG, "Freshers Balls", etc.)
- 3.4 Events related to religious worship and engagement are excluded from the NeP, provided that the event does not require the compulsory attendance of student members.

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 three (3) days (72 hours) preceding the first day of the **semester assessment week(s)**.
 - 4.1.2 A period of seven (7) days (168 hours) preceding the first day of the **semester exam period** for the first exam opportunity.
 - 4.1.3 The **full duration** of the semester assessment week(s) and the first opportunity semester exam period(s).
- 4.2 The second exam opportunities are excluded from the NeP.
- 4.3 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.
- 4.4 The application for concession on the NeP are subject to the criteria provided in paragraph 5 below.
- 4.5 The NeP does not apply to:
 - 4.5.1 **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
 - 4.5.2 **Routine rehearsals, practices, preparations and/or planning** required for events, provided that the schedule of rehearsals, practices and preparations has been approved in accordance with the process outlined in paragraph 6 below, including matters pertaining to sport, arts and culture, student leadership, etc.
- 4.6 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 Compliance to events management and occupational health and safety

The approval of a concession for NeP may not negatively impact or contravene established processes relating to events management and compliance, including matters relating to occupational health and safety. This includes adherence to NWU protocols and rules giving effect to legislation and policies governing the hosting of events, safety and security, and coordination of campus stakeholders.

6.2 Concessions on the NeP for INSTITUTIONAL AND CAMPUS LEVEL EVENTS

6.2.1 Institutional and campus level events include events include those coordinated by the following stakeholders:

- i. SRC, SCC and subordinate student leadership structure (excluding house committees);
- ii. Staff and university departments and divisions; and
- iii. External service providers, promotors, contractors, etc.

6.2.2 Such events are presented to and require the participation and/or attendance of the broader student community of the university, or relevant campus.

6.2.3 An application for a concession on the NeP for any of the above categories is considered by the following role-players:

Coordinated by	Approved by
SRC	DVC SLTPC and Registrar
Institutional events occurring on multiple campuses, coordinated by: <ul style="list-style-type: none"> • Staff and university departments and divisions • External service providers, promotors, and contractors 	DVC SLTPC and Registrar
Campus-based events occurring on a single campus coordinated by: <ul style="list-style-type: none"> • Staff and university departments and divisions • External service providers, promotors, and contractors 	Relevant Director Student Life, in consultation with relevant CCD
SCC and subordinate student leadership structures (excluding House Committees)	Relevant Director Student Life

6.2.4 Upon the approval of a concession as contemplated above, the stakeholder who approved the event informs the relevant DVCs, CCD, director student life and senior manager SCLRL in writing.

6.3 Concessions on the NeP for SUB-CAMPUS LEVEL EVENTS

6.3.1 Sub-campus level events include those coordinated by the following stakeholders:

- i. Residence Life 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 department, university residence or day house, as part of the co-curricular programme for a specific group of clearly identifiable students, limited to 500 participants.

6.3.2 Such events are presented to and require the participation and/or attendance of a clearly defined student group.

6.3.3 An application for a concession on the NeP for any of the above categories is considered by the following role-players:

Coordinated by	Approved by
Residence Life events [request submitted by house parent]	Director Student Life
Student Life department	Director Student Life

6.3.4 Upon approval of a concession contemplated above, the campus director student life informs the relevant CCD in writing.

6.4 Concessions on the NeP for routine rehearsals, practices, preparations and 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 director student life.

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.

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