

## Policy on Student Leadership Development and Training

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### 1. PURPOSE

#### 1.1.1 Background

It is the mission of UP to deliver not only quality graduates with a sound academic base, but also well-rounded young people and leaders who can contribute positively to student life and to society as a whole.

The Department of Student Affairs and, particularly the Student Development Division of the DSA is responsible for providing leadership development and training to the various student structures, with the exception of the residences, where training is provided by TuksRes.

#### 1.2 Aim of the policy

Regarding the provision of student leadership development and training it is important to distinguish between identifying and nurturing potential leadership at all levels (such as prospective students and current students who are not necessarily in leadership positions), and the type of training that is provided to students who are members and leaders of student structures in order for these to function effectively.

This policy is aimed at, inter alia, providing guidelines for the development and training of student committees that resort under the DSA. Students' leadership skills are developed through the various training opportunities offered by the DSA.

The objectives of the policy are to:

- Coordinate student leadership development and training initiatives in the DSA in order to minimise overlap and ensure effective use of available resources.
- Clarify the outputs for student leadership development and training in the DSA which, inter alia, includes
  - Ensuring that all student leaders understand their role in the student leadership structures at UP;
  - ensuring that student leaders are empowered to fulfil their tasks;
  - cultivating positive role models;
  - encouraging ethical leadership;
  - reinforcing the UP brand and Tukkies pride;
  - creating a network of well-trained student leaders at UP;
  - identifying and nurturing leadership potential at all levels.



## **2. ORGANISATIONAL SCOPE**

This policy is applicable to all the student leaders and committees who serve on structures that resort under the DSA, namely the Student Representative Council (SRC), the Student Parliament (SP), the Constitutional Tribunal, Faculty House Committees, Day House Committees as well as the Executive Committees of the Service Providers.

Other student structures that are involved in leadership training and development include the Tuks Top Junior Top Senior Leadership Development Programme or Students in Free Enterprise (SIFE), Golden Key International Honour Society and the Societies that are registered with the SRC.

Leadership training and development often takes place in partnership with specialist facilitators who are contracted to UP.

## **3. POLICY STATEMENT**

### **3.1 Underlying principles**

All aspects of organised student life, including the development and nurturing of student leadership, must be aligned with the vision and mission of UP, and based on the following values:

- Respect
- Integrity
- Accountability
- Fairness
- Commitment
- Excellence
- Institutional pride
- Relevance
- Inclusivity

### **3.2 Strategies**

In order to achieve the objectives of the policy –

- The DSA must offer a wide range of leadership training opportunities to develop the potential of students who are elected into leadership roles each year.
- The leadership development and training efforts of the DSA must be coordinated to ensure the effective use of resources, and to eliminate overlap.
- Leadership development and training programmes must be reviewed regularly and, when necessary, be consolidated and re-aligned.
- Networking between the various student leadership structures must be facilitated.
- The progress of student leaders must be monitored.

### **3.4 Leadership training cycle**

The leadership training cycle runs over the course of 12 months. A Student Life Calendar is compiled annually and regularly updated by the Student Development Division of the DSA. This calendar is provided to the various student structures and forms part of the training manuals.

Various Student Leadership Development and Training events take place during the course of the year and are indicated on the calendar. These include, for example, Leadership Orientation Workshops for Day House and Faculty House Committees, Treasurers' Workshops, camps for Service Providers, etc. Training of the SRC receives particular attention and a special SRC Training Schedule is compiled for this purpose.

- **Day Houses, Faculty Houses**  
In the case of day houses and faculty houses the cycle is from August to August each year.
- **SRC, Student Parliament**  
In the case of the SRC and the SP the cycle runs from January to December each year.
- **Service Providers**  
In the case of Service Providers the training cycle varies from year to year.

The following types of leadership training are provided to the various structures:

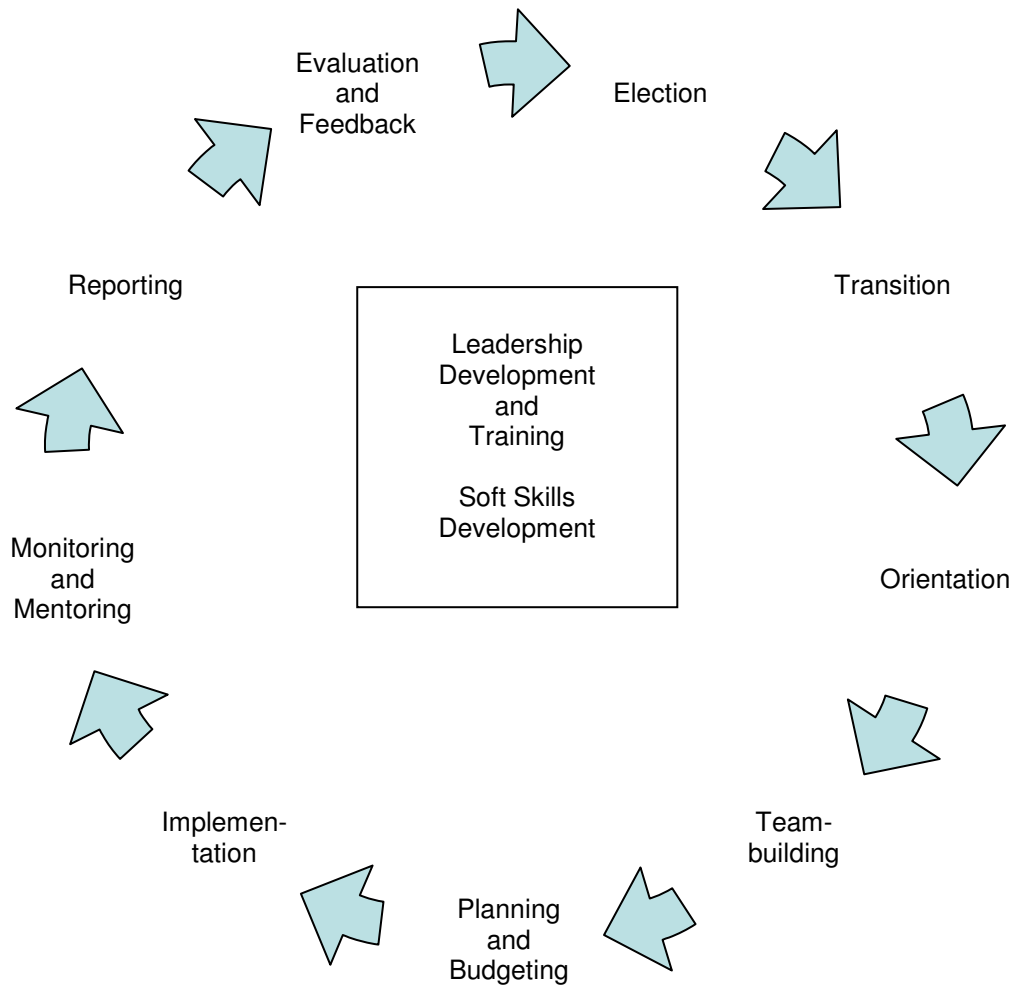
- Theoretical Orientation
- Teambuilding
- Motivational Training
- Soft Skills Training
- Experiential Training
- Portfolio Training
- Diversity Training
- Conflict Resolution

Note:

With regard to off-campus training camps and programmes, the relevant administrative work, including financial arrangements and the completion of excursion forms and disclaimer/indemnity forms, where necessary, should be in place before departure.

Examples of such forms are provided in Appendices A and B of this document. Should there be a need for more specific disclaimers/indemnity forms, please contact UP's Legal Services Division in this regard.

The leadership training cycle may be graphically represented as follows:



### 3.5 Leadership training manuals

Each student structure must receive a training manual as part of leadership orientation. These manuals must be updated regularly. The manual can be provided in printed and/or electronic format.

3.5.1 The following documents form the **basis** of student leadership training and should be included in **all training manuals**:

- Policy on Organised Student Life
- UP Governance Structures and Functions
- UP Strategic Plan (Corporate Communication 1-page summary)
- Constitution for Student Governance (latest version; available on-line)
- Student Life Calendar (latest version)
- Disclaimer Templates
- Excursion Form
- List of UP Venues
- Piazza Booking Form

- UP Sports Facility Application Form
- Temporary Liquor License Application
- Application for Vehicle Hire Card
- Application for Driver Authorisation
- Student Leader Contact List
- UP Brand Manual (summary)
- Quick Contacts
- Complaints protocol for resolving student problems

3.5.2 The following documents are **unique** to each structure and should be included in the relevant training manuals **in addition to the above**. The **Chairperson** of each structure will receive a copy of these additional documents to share with the House Committee / Executive Committee as necessary:

#### 3.5.2.1 **Day House Chairperson's Manual**

- Day House Policy
- Day House Constitution (as approved by SRC)
- Regulation: Orientation of first-year students (Day houses, etc)
- Plan of Action Template
- Annual Report Template
- Database of Suppliers and Other Contacts
- House Committee Performance Evaluation Template
- Any other relevant documents

#### 3.5.2.2 **Faculty House Chairperson's Manual**

- Policy on Faculty Houses
- Faculty House Constitution (as approved by SRC)
- Regulation: Orientation of first-year students (Day houses, etc)
- Plan of Action Template
- Annual Report Template
- Database of Suppliers and Other Contacts
- House Committee Performance Evaluation Template
- Membership Form Template
- Any other relevant documents

#### 3.5.2.3 **Service Provider Chairperson's Manual**

- Policy on Service Providers
- Constitution of the Service Provider (TuksRag / Student Culture / *Perdeby* / Student Sport / TuksFM) as approved by SRC
- Service Provider Sub-Council Documents
- Any other relevant documents

#### 3.5.2.4 **Society Chairperson's Manual**

- Policy on Societies
- Society Constitution (as approved by SRC)
- Society Sub-Council Documents
- Any other relevant documents

#### 4. DEFINITIONS/ABBREVIATIONS

<b>Academic complaint:</b>	A complaint relating to anything that pertains to formal academic programmes and courses.
<b>Academic staff:</b>	Full-time and part-time lecturers at UP.
<b>Class representative:</b>	An elected or appointed student representing a class, subject, year group or language group in a specific field of study as a voluntary leader.
<b>Communication channel:</b>	Official complaints protocol prescribed by UP to assist students in resolving academic or non-academic complaints effectively.
<b>Constitution for Student Governance:</b>	The Constitution for Student Governance is intended to reflect the principles and values of the Constitution of the Republic of South Africa, the Higher Education Act 101 of 1997, as well as the vision, mission and strategic plan of the University. The purpose of the Constitution is to provide structure and procedures for student governance at UP.
<b>Constitutional Tribunal:</b>	The Constitutional Tribunal (formerly known as the Student Court) is the judicial arm of student governance at UP.
<b>Day house:</b>	An official student structure that serves as a vehicle for day students to participate actively in student life activities.
<b>Day house guardian:</b>	A permanent, full-time academic member of staff appointed by the DSA in consultation with the house committee.
<b>Day student:</b>	A registered student who lives in accommodation other than an officially recognised UP residence.
<b>DSA:</b>	The Department of Student Affairs which includes the Office of the Dean of Students, the Student Development Division and the Student Support Division.
<b>Executive Committee:</b>	The student committee that is responsible for the day-to-day management of each of the Student Service Providers.
<b>Faculties:</b>	There are nine faculties at UP: Faculty of Economic and Management Sciences; Faculty of Education; Faculty of Engineering, Built Environment and Information Technology; Faculty of Health Sciences; Faculty of Humanities; Faculty of Law; Faculty of Natural and Agricultural Sciences; Faculty of Theology; and Faculty of Veterinary Science.
<b>Faculty house:</b>	An official student structure which is organised along faculty lines to which all registered students belong by default.
<b>Faculty house guardian:</b>	A permanent, full-time academic member of staff appointed by the faculty to serve as a voluntary advisor to the faculty house committee.
<b>House committee:</b>	The student committee that is responsible for the day-to-day management of the faculty house, day house and residence.
<b>Non-academic complaint:</b>	A complaint relating to anything that occurs outside the classroom at UP.
<b>Organised Student Life Structures:</b>	Structures that are officially recognised by UP via the SRC.
<b><i>Perdeby</i>:</b>	Official student newspaper (Service Provider).
<b>Residence student:</b>	A student who lives in an official residence of UP.
<b>Service providers:</b>	Official student substructures which form part of the DSA and which provide specific services to the student community, namely <i>Perdeby</i> , TuksFM, StudentSport, Student Culture and TuksRag.
<b>Societies:</b>	Society means any organised student society at UP of an academic, social, political, cultural, religious or whatever other nature, including subdivisions or departments of faculties, but excluding day houses and faculty houses.
<b>SP:</b>	The Student Parliament, which is elected on a constituency basis and is the representative body to which the SRC is accountable.

<b>SRC:</b>	The Student Representative Council is the executive body responsible for the day to day governing of student affairs and is accountable to the SP.
<b>Student:</b>	Any full-time or part-time student duly registered for an undergraduate or postgraduate degree or a diploma approved by Senate, but excludes a distance-education student, a student registered for subjects or programmes for non-degree purposes or a student registered for a course at the campus company Continuing Education at University of Pretoria (CE at UP).
<b>Student Life:</b>	Organised or officially recognised student activities which are aimed at striking a balance between a student's academic and social development.
<b>Student Sport:</b>	Service Provider for Student Sport (not TuksSport).
<b>Stuku:</b>	Service Provider for Student Culture.
<b>Tukkiewerf:</b>	Building in which certain offices of the DSA are based.
<b>TuksFM:</b>	Official student radio station (Service Provider).
<b>TuksRag:</b>	Service Provider for "Reach out and Give".
<b>TuksRes:</b>	The Department of Residence Affairs and Accommodation is a stand-alone business unit, with various management teams serving residence students.
<b>TuksToonbank:</b>	Division of the Department of Finance based at Tukkiewerf which offers financial services to all student organisations.
<b>UP:</b>	University of Pretoria.

## 5. DOCUMENTS

### 5.1 Governing Documents

- Strategic Plan of the University of Pretoria
- Strategic Plan of the Department of Student Affairs
- Constitution for Student Governance

### 5.2 Related Documents

- Policy on Organised Student Life (*Rt 456/10 (amended)*)
- Policy on Day Houses (*Rt 457/10 (amended)*)
- Policy on Faculty Houses (*Rt 458/10 (amended)*)
- Policy of Societies (*Rt 459/10 (amended)*)
- Policy on Service Providers (*Rt 460/10 (amended)*)
- TuksRes Guide (latest version)

## 6. RESPONSIBILITY FOR IMPLEMENTATION

The Dean of Students.<sup>1</sup>

## 7. POLICY LIFE CYCLE

The policy may be reviewed every two years or as the need arises.

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<sup>1</sup> In this document and its appendices the reference to Dean of Students could also apply to the Director: Student Affairs as designated by the Vice-Chancellor and Principal.

## 8. DOCUMENT METADATA

<b>Document</b>	
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Author:	<i>Prof MT Speckman</i>
Entity of author:	<i>Dean of Students</i>
Contributor(s):	<i>Office of the Registrar Prof Linda Schoeman-Malan: Deputy Director, DSA Mrs M Badenhorst: Coordinator: Student Daily Life</i>
<b>Recommended</b>	
<i>Senate Committee</i>	<i>Senate Committee for Student Life</i>
Date:	<i>2010-10-18</i>
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<b>Successions</b>	
<i>Superseded (this document has been replaced):</i>	<i>New document</i>
<i>Supersede (this document replaces):</i>	<i>New document</i>
<b>Revoke</b>	
Cancellation date:	



**AANSOEK: EKSKURSIE / APPLICATION: EXCURSION**

<b>Organisasie/Organisation:</b>	
<b>Doel/Aard van ekskursie/ Aim/Nature of excursion:</b>	
<b>Bestemming/Destination:</b>	
<b>Tydperk/Period:</b>	<b>Vanaf/From:</b> <b>Tot/To:</b>
<b>Aantal persone wat die ekskursie gaan meemaak/ Number of people that will attend the excursion:</b>	
<b>Ekskursievoog(de)/ Guardian(s) for excursion:</b>	
<b>Adres/Address:</b>	
<b>Kontaknommer/Contact number:</b>	
<b>Handtekening/Signature:</b>	

- Hierdie vorm moet ten minsten 14 dae voor die beplande ekskursie vir goedkeuring by Mev. D.C. Robinson, Kamer 1-4, Tukkiekerfgebou ingedien word.  
*This form must be handed in for approval to Mrs. D.C. Robinson, Room 1-4 Tukkiekerf at least 14 days before the commencement of the excursion.*
- Die voog(de) moet verkieslik 'n personeellid(lede) van die UP wees.  
*The guardian(s) must preferably be a staff member(s) of UP.*
- Die voog(de) moet deur die Studentedekaan goedgekeur word.  
*The Dean of Students must approve the guardian(s).*
- Indien die ekskursie deur mans en dames bygewoon word, moet die voog(de) verkieslik 'n egpaar wees (óf 'n manspersoon en 'n dame).  
*If the excursion is attended by both men and women the guardian(s) should preferably be a married couple (or a man and a woman).*
- 'n Volledige program vir die ekskursie moet by hierdie vorm aangeheg word.  
*A detailed program of the excursion must be attached to this form.*

<b>GOEDGEKEUR DEUR/APPROVED BY</b>		
	<b>Handtekening/Signature</b>	<b>Datum/Date</b>
VSR-Voorsitter SRC Chairperson		
Adjunkdirekteur Studentesake/ Deputy Director Student Affairs:		
Studentedekaan/ Dean of Students:		

Opmerkings/Remarks: \_\_\_\_\_  
\_\_\_\_\_

NB: Indien die beplande ekskursie (om watter rede ookal) op enige stadium afgekeur word, mag daar onder geen omstandighede daarmee voortgegaan word nie.  
*If the excursion was not approved (for whatever reason), it may under no circumstances go ahead.*

**DISCLAIMER**

I, ..... (full names) student number :..... address ..... hereby declare that, should I participate in any activity of the University of Pretoria, I understand and accept that I shall do so entirely at my *own risk*. I hereby fully indemnify the University of Pretoria and any of their members, employees, contractors and agents from any liabilities of whatever nature and cause, for personal injury (including but not limited to bodily, physical or mental injury), any property damage or loss (to my own property or that I cause to the property of others), and any other liability incurred during related activities.

I hereby confirm that: *(read and tick all boxes)*

- I understand and accept the terms of this indemnity form; and
- confirm that the information provided above is correct.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**Date and Place of signature**

Initials and surname (please print):	
ID number:	

**This portion should only be completed if the student is younger than 18 years (Child's Act 1 July 2007)**

I, (parent/guardian) .....  
(full names and surname) declare that the above student is completing this indemnity agreement with my consent and assistance.

.....  
**Signature of Parent/Guardian**

.....  
**Date**

WITNESSES:

1. ....
2. ....

**VRYWARINGSOOREENKOMS**

Ek, die ondergetekende (volle name) .....  
(studentenommer) ..... adres .....  
..... verklaar hiermee dat, sou ek deelneem  
aan enige aktiwiteit van die Universiteit van Pretoria, ek verstaan en aanvaar dat ek dit op  
*eie risiko* doen. Ek onderneem om nie die Universiteit of enige van sy personeel of enige  
van sy werknemers of studente aanspreeklik te hou vir enige skade of persoonlike skade  
(ingeslote maar nie beperk tot liggaamlike, fisiese of geestelike skade) van watter aard ookal,  
enige skade aan of verlies van eiendom wat berokken mag word (aan my eie eiendom of wat  
ek aan die eiendom van ander mag aanbring) as gevolg van enige aanspreeklikheid wat mag  
voortspruit uit enige van die aktiwiteite nie.

Ek bevestig hiermee dat (*lees en merk al die blokkies*):

- Ek verstaan en aanvaar die terme vervat in hierdie verklaring/vrywaring; en
- bevestig dat bogenoemde inligting waar en juis is.

**HANDTEKENING**

**Datum en plek van handtekening**

Voorletters en van (drukskrif asb.)	
ID nommer:	

**Hierdie gedeelte moet slegs voltooi word indien die student jonger as 18 jaar is  
(Kinderwet 1 Julie 2007)**

Ek, (ouer/voog) .....  
(volle name en van) verklaar hiermee dat die student hierdie vrywaringsooreenkoms  
onderneem met my toestemming en bystand.

.....  
**Handtekening van ouer/voog)**

.....  
**Datum**

**GETUIES:**

1. ....
2. ....