UNIVERSITY OF KWAZULU-NATAL
INYUVESI YAKWAZULU-NATALI

SECTION 14 MANUAL ON THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)

ISIGABA SAMA-14 SOKUGQUGQUZELWA KOKUTHOLAKALA KOLWAZI

Igama lombhalo: Igama Lombhalo:	Isigaba sama-14 Sokugqugquzelwa Kokutholakala Kolwazi		
Inombolo Yombhalo: (ikhishwa yihhovisi Likamabhalane Omkhulu)	EC/01/0312/20		
Umbhali/Umqambi: (igama nesikhundla):	Umphathi: Ezokuphathwa KwezeNqubomgomo Nokuqapha		
Ongumgcini: (isikhundla/ihhovisi)	Umabhalane Omkhulu		
Uhlelo Lokugunyaza	***Uhlaka***: PSB ELF SENATE	***Amanothi*** Yazisiwe Yazisiwe Ziwamukele	***Usuku:*** 04 Lwezi 2020 05 Lwezi 2020 18 Lwezi 2020
Isibuyekezo Sigunyazwe ngu:	***Uhlaka***: EMC		***Usuku***: 03 Zibandlela 2020
Usuku Lokuqala Kokusebenza:	04 Zibandlela (December) 2020		
Usuku Lokubuyekezwa Kombhalo:	01 Zibandlela (December) 2021		
Obhekene Nokufeza Umsebenzi:	Ihhovisi LikaMabhalane Omkhulu		
Inqubo yokuqala kokusebenza igunyazwe:	***Uhlaka:*** EMC	***Usuku:*** 03 Zibandlela 2020	

UNIVERSITY OF KWAZULU-NATAL (UKZN)
INyuvesi yakwaZulu-Natal

ISIGABA 14 ESIYISICHASISO NGOMTHETHO WOKUGQUGQUZELWA KOKUTHOLAKALA KOLWAZI (UMTHETHO WESI-2 WEZI-2000)

Sishicilelwe yiNyuvesi YaKwaZulu-Natali
University Road
Chiltern Hills
Westville
3629

Private Bag X54001
Durban
4000

Amalungelo ombhalo © Inyuvesi YaKwaZulu-Natali

Amakhophi alombhalo angatholakala kuMabhalane Omkhulu

Ucingo: +27 (31) 260 8005
Ifekisi: +27 (31) 260 2204

Isizindalwazi: www.ukzn.ac.za

1. ISINGENISO

Umthetho Wokugqugquzelwa Kokutholakala Kolwazi Nombolo wezi-2000, oqale ukusebenza ngezi-9 kuNdasa 2001, unikeza amandla ilungelo elikumthethosisekelo lokuthola noma yiluphi ulwazi olusezandleni zikahulumeni futhi noma yiluphi olunye oluphethwe omunye umuntu uma kuwukuthi lolu lwazi ludingeka ukuze kusetshenziswe noma kuvikelwe amalungelo.

Ilungelo lokutholakala kolwazi ikakhulukazi lo mthetho lufeza izinhloso ezimbili okuwu:-

- Ukwakha nokugcina isiko lokungabi nokufihliwe nokuthembeka phakathi kwezinhlaka zomphakathi nezangasese; kanye

- Nokugqugquzela uhlobo lomphakathi lapho abantu baseNingizimu Afrika bekwazi ukuthola ulwazi oluzobenza basebenzise amalungelo abo futhi bawavikele ngokugcwele.

Ilungelo lokutholakala kolwazi lizosebenza ngokuhambisana nomthetho i-Protection of Personal Information Act 4 0f 2013, (Obizwa nge-POPIA kulo mbhalo) oqale ukusebenza ngomhla lu-1 kuNtulikazi (July) 2020.

Ngokwesigaba 18 se-POPIA, iNyuvesi YaKwaZulu-Natal inezinhlobo ezihlukene zemininingwane yabantu ehambelana nohlobo lobudlelwano obukhona phakathi kweNyuvesi nalowo othintekayo, okuhlanganisa kodwa okungagcini ngalokhu: amagama abantu kanye/noma abantu ngokwezomthetho, izinombolo zomazisi, izinombolo zokubhaliswa zezinkampani, izinombolo zabasebenzi, izimvume zokusebenza, izinsuku zokuzalwa, ubuzwe, izinombolo zamapasi, imininingwane ngokuba yizakhamizi, imininingwane yezincwadi zokushayela, ubulili, imininingwane emayelana nokukhubazeka, isimo ngokwezomshado, isibalo sabondliwayo, ukuboshwa, imininingwane yokuxhumana, ubudala, njll.

2. ISAKHIWO NEMISEBENZI YENYUVESI YAKWAZULU-NATALI (UKZN)

UMkhandlu
UMkhandlu uyisigungu esilawula iNyuvesi YaKwaZulu-Natali esisebenza ngaphansi kwezimiso zesigaba sama-27 Somthetho WezeMfundo Ephakeme Nombolo 101 wezi-1997, njengokuchitshiyelwa kwawo.

Izigele
Izigele ziyisigungu esibhekene nazo zonke izindaba eziphathelene nokufunda futhi siphethwe uMkhandlu ezindabeni ezimayelana nokufunda nokufundisa, ucwaningo nemisebenzi yezokufunda ye-UKZN nayo yonke eminye imisebenzi eziyinikezwa uMkhandlu. Imisebenzi yeZigele imiswe ngaphansi kwesigaba sama-28 se-HEA.

AMAKOMIDI OMKHANDLU NEZIGELE
Imisebenzi yamakomidi oMkhandlu neZigele imiswe ngaphansi kwesigaba sezi-29 se-HEA

USekelashansela NoMphathi
USekelashansela noMphathi unguMphathi Omkhulu weNyuvesi futhi ngenxa yalokho unguMengameli WezoLwazi ngokwe-PAIA. USekelashansela ubhekene nokuphathwa kwe-UKZN kwansuku zonke futhi unamandla afanele okwenza lemisebenzi. Imisebenzi kaSekelashansela imiswe ngokwesigaba sezi-30 se-HEA.

Inkundla Yesikhungo
Imisebenzi Yekundla Yesikhungo imiswe kwisigaba sezi-31 se-HEA.

3. UMBONO, IMPOKOPHELO, NOKUYIGUGU E-UKZN

Umbono
Ukuba yi-Nyuvesi ephambili yezeMfundo yamaAfrika

Impokophelo
Inyuvesi engeyaseNingizimu Afrika ngempela ehamba phambili kwezokufunda, ucwaningo oluqamba okusha, ezokuxhumana nomphakathi nekhombisa ukwakheka kwezwe lethu ngokulungisa izimo zokungalingani ezincike emlandweni.

Imithetho nokuyigugu kithi
Inyuvesi izimisele ngokuba yisikhungo esiguqukile ngokuhambisana ekuqondeni ngokucacile izinhloso zayo ngoguquko olubanzi olusebenza ngokwamagugu afanayo.
La magugu asebenza njengohlaka lwakho konke ekwenzayo.

NjengeNyuvesi sizibophezele kulokhu :

1. Ukukhuthaza nokuhlonipha ilungelo lezifundiswa, abasebenzi nabafundi ukuzimbandakanya ekuhloleni okunzulu, ukucwaninga okuzimele, izingxoxo ezinobuhlakani, izinkulumompikiswano emphakathini ezibanjwa ngaphansi kwesimo sokuzibophezela nokuphatha ngendlela efanele ngokuhambisana nezibopho zezokufunda okukhululekile nozibuse wesikhungo.

2. Ukugqugquzela ukufunda okufinyelelekayo okuzokhulisa amathuba okufunda nokusebenza kuwonke wonke.

3. Ukusingatha umsebenzi wethu njengesikhungo semfundo somphakathi wokusekela nokuba negalelo entuthukweni yesifunda nozwelonke, nonhlalakahle nokukhuphula izinga lomphakathi ngokubanzi ngokukwakha nokusabalalisa ukwazi nokukhiqiza izifundiswa ezisebenzela umphakathi.

4. Ukuziphatha ngendlela ekhombisa imithethonqubo esezingeni eliphezulu nokunikeza imfundo egqugquzela ulwazi ngokuziphatha ngokwemithethonqubo emphakathini ohlangene.

5. Ukuphatha isikhungo sethu ngokuhambisana nokwazi ngesimo ekuhlalwa ngaphansi kwaso nokwakha isiko eliphakamisa ukusetshenziswa kokuyimvelo ngendlela eyiyo nenemithethonqubo futhi engamoshi.

6. Ukuqinisekisa ukuphatha okuyimpumelelo ngokuhlanganyela nawo wonke othintekayo, ukuqinisekisa ukumelwa ngokwenqubo yentando yeningi, ukubophezeleka, nokucaca okuyisibonelo esinomthelela ekwakhiweni komoya wentando yeningi ezweni lethu.

7. Ukwamukela ukubaluleka komuntu ngamunye ekugqugquzeleni inhlalakahle yabafundi nabasebenzi ngokubekezelelana nokuhlonipha ubuliminingi, amasiko ahlukene, izinkolo nezindlela zokuphila ngophakamisa ukukhula ngokuphelele komuntu ngamunye.

4. IMININGWANE YOKUTHINTANA NABAMELE I-UKZN

4.1 Owengamele Ezokwazisa

Igama: **USekelashansela NoMphathi**
Ikheli Lomgwaqo: University Road, Chiltern Hills, Westville, 3629
Ikheli: Private Bag X54001, Durban, 4000
Inombolo Yocingo: 031 260 2228

Iposinyazi: vc@ukzn.ac.za

4.2 Amaphini Owengamele Ezolwazi

4.2.1 Igama: Umabhalane Omkhulu
Ikheli Lomgwaqo: University Road, Chiltern Hills, Westville, 3629
IIkheli: Private Bag X54001, Durban, 4000
Inombolo Yocingo: 031 260 7971

Iposinyazi: registrar@ukzn.ac.za

4.2.2 Igama: Umqondisi Kwezomthetho
Ikheli Lomgwaqo: University Road, Chiltern Hills, Westville, 3629
IIkheli: Private Bag X54001, Durban, 4000

Iposonyazi: legalservices@ukzn.ac.za

5. Indlela Yokusebenzisa i-PAIA

Ikhomishana Yamalungelo Abantu YaseNingizimu Afrika ishicilele indlela yokusebenzisa i-PAIA njengoba kumiswe kwiSigaba se-10 se-PAIA. Le ndlela iyatholakala emahhovisi eKhomishana Yamalungelo Abantu YaseNingizimu Afrika. Ungathintana nabo kulemininingwane:-

Ikhomishana Yamalungelo Abantu YaseNingizimu Afrika : uPhiko lwe-PAIA
Umnyango WezoCwaningo NemiBhalo

Ikheli Leposi:	Private Bag 2700 Houghton 2041
Ikheli Lesakhiwo:	33 Hoofd Street Braampark Forum 3 Braamfontein 2198
Ucingo:	+27 011 877 3694/3805
Isizindalwazi:	www.sahrc.org.za
Iposinyazi:	PAIA@sahrc.org.za

6. UKUTHOLAKALA KWAMABHUKU APHETHWE I-UKZN

6.1 Ukudalula Okuzenzakalelayo

I-UKZN ayikashicileli, njengomyalelo wesigaba 15(2) se-PAIA, uhlu lwezinhlobo zamabhuku azitholakalelayo (amabhuku ongawathola ngaphandle kokulandela indlela ye-PAIA yokufaka isicelo). Kodwa iningi lamabhuku liyatholakala esizindenilwazi se-UKZN esithi (www.ukzn.ac.za). Lesisizindalwazi siqukethe, kokunye, lokhu okulandelayo okutholakalayo:

a) Imibiko;
b) Amafomu;
c) Izincwadi ZamaKolishi;
d) Imithetho Yabafundi;
e) Imibhalo Ngezimali Zokufunda;
f) Imithetho Esebenza Ngezinye Izikhathi;
g) Okokukhangisa NgeNyuvesi;
h) Imidwebozikhangiso;
i) Imibhalo Emisha;
j) Izinkulumo;
k) Nokuthunyelwa Kwabezindaba;
l) Ulwazi NgamaKolishi e-UKZN, Izikole, Imikhakha, Nezinhlelo Zezifundo ezitholakayo;
m) Noma yimiphi eminye imibhalo.

6.2 Amabhuku Angafakelwa Isicelo

I-UKZN inalamabhuku nezinhlobo zakhona ezibalwe la ngezansi futhi atholakala ngokusebenzisa inqubo ye-PAIA:-

6.2.1 *Umkhandlu*
(a) Ama-ajenda
(b) Amaminithi emihlangano
(c) Uhlu lwamalungu

6.2.2 *Izigele*
(a) Ama-ajenda
(b) Amaminithi emihlangano
(c) Uhlu lwamalungu

6.2.3 Izikhulu Eziphezulu ZeNyuvesi
(a) Ama-ajenda
(b) Amanothi emihlangano
(c) Uhlu lwamalungu

6.2.4 Isikhungo sigcina amabhuku afanayo nezinhlobo zamabhuku mayelana neZigele, Amakomidi Omkhandlu, neNkundla Yesikhungo. Uma ufisa ukuthola eminye imininingwane thintana namaPhini oMongameli WezoLwazi.

6.2.5 *Ezabafundi*
(a) Imithetho yabafundi
(b) Amarekhodi ngezifundo
(c) Amafomu Okufaka Izicelo Agcwaliswe Ngokuphelele
(d) Imininingwane ngabafundi nezibalomidanti
(e) Izinhlangano zabafundi
(f) Amafayela abafundi
(g) Amaphepha okuhlolwa, amaphepha okuphendula,

6.2.6 Ezokuphatha */ Ezokufunda*
(a) Uhlu lwamalungu amakomidi noma amabhodi esikole noma ekolishi
(b) Ama-ajenda namaminithi emihlangano yebhodi yesikole noma yekolishi
(c) Ama-ajenda namaminithi emihlangano yesikole noma yekolishi
(d) Izinqubomgomo nezidingo zokwamukela abafundi
(e) Izinqubo nemihlahlandlela yangaphakathi
(f) Izinqubomgomo zaseNyuvesi
(g) Imithetho yaseKolishi noma eNyuvesi
(h) Uhlu lwababengabafundi eNyuvesi

6.2.7 *Abasebenzi*
(a) Izimo Zokusebenza Ezijwayelekile
(b) Izinqubomgomo nezinqubo kwezabasebenzi
(c) Ulwazi ngokulinganiswa ngokuqashwa
(d) Amarekhodi abasebenzi
(e) Uhlu Lwabasebenzi
(f) Ubulungu bezinyunyana

6.2.8 Okushicilelwayo
(a) Imidwebo
(b) Amajenali
(c) Ibhuku lekolishi/ Amakhalenda Ezokufunda angekho kwisizindalwazi
(d) Amaphephandaba eNyuvesi
(e) Izincwajana
(f) Okutholakala eMtapweni Wolwazi

6.2.9 Amanye Amabhuku
Inoma imaphi amanye amabhuku afana nempahla, izincwadi, ukusebenza, izivumelwano, ezezimali, ezokugcinwa kwamabhuku ezimali, ukugcinwa kwemithetho, ucwaningo, amabhuku esayensi nobuchwepheshe.

6.3 Inqubo Yokufaka Isicelo

6.3.1 Ofaka isicelo kumele agcwalise ifomu elifanele elibizwa nge Fomu A Lokufaka Isicelo Sokuthola Umbhalo Wesizinda Somphakathi esiyingxenye A kulelibhuku bese ulihambisa kwiPhini LikaMengameli WezoLwazi kuleli kheli elingezansi:

Igama:	Umabhalane Omkhulu
Ikheli Lomgwaqo:	University Road, Chiltern Hills, Westville, 3629Ikheli
Leposi:	Private Bag X54001, Durban, 4000
Inombolo Yocingo:	031 260 7971
Iposinyazi:	registrar@ukzn.ac.za

6.3.2 Uma isicelo sihambelana nokumiswe yi-PAIA mayelana nokucelwa kwemibhalo, uyotholakala ubhalo ngaphandle uma kunqatshwa ngokwezimiso ze-PAIA.

6.3.3 Ofaka isicelo kumele akhombise ukuthi udinga ikhophi yombhalo noma ufuna ukuzozibonela umbhalo emahhovi ePhini LikaMengameli WezoLwazi noma uma umbhalo ungesilona iphepha, ubukwe lapho kungenzeka khona.

6.3.4 Uma ofaka isicelo esifakela omunye, kuyomele adalule ukuthi usifaka ngaliphi igunya isicelo.

6.3.5 Uma ofaka isicelo engakwazi ukufunda nokubhala, noma ekhubazekile, angacela ukufundelwa umbhalo lowo. Owengamele noma iphini lakhe kuyomele agcwalisele ofaka isicelo onalezinselele.

6.3.6 Ngokwezigaba sama-23 nesama-24 ze-POPIA: ofaka isicelo angacela imininingwane emayelana naye enyuvesi, engaba ngaphansi kweNyuvesi, okuhlanganisa imininingwane emayelana nokwazeka kwabanye abantu noma izigaba zabanye abantu noma ababe nokufinyelela emininningwaneni yokufaka isicelo. Sicela uqaphele ukuthi lokho kungahambisana nesamba esithile semali ekhokhwayo (uma sikhona) sokusetshenziswa kwezinsiza zeNyuvesi futhi nokuceliwe kuzotholakala ngesikhathi, ngendlela efanele futhi kubhalwe ngendlela eqondakalayo.

Uma isicelo sidinga ukukhokhelwa njengoba kuchaziwe ngenhla, ofaka isicelo uzohlinzekwa ngenani lemali ekhokhwayo futhi iNyuvesi ingacela ukuba ofaka isicelo akhokhe lemali ngaphambi kokuba kube khona okwenziwa yiNyuvesi.

Qaphela ukuthi zonke izicelo zemininingwane yabantu zizohlolwa yiNyuvesi futhi iNyuvesi inganqaba ukudalula yonke noma ingxenye yemininingwane yofaka isicelo, engaphansi kweNyuvesi.

6.3.7. Izicelo zokulungiswa noma ukususwa kwemininingwane kumele zithunyelwe kuMabhalane Omkhulu kuleli kheli elingezansi:

Igama:	Umabhalane Omkhulu
Ikheli Lomgwaqo:	University Road, Chiltern Hills, Westville, 3629Ikheli
Leposi:	Private Bag X54001, Durban, 4000
Inombolo Yocingo:	031 260 7971
Iposinyazi:	registrar@ukzn.ac.za

Uma kunesicelo sokulungiswa noma ukususwa kwemininingwane singakwazi ukufezeka, kuzoqaphelwa isicelo ukufakwa kwalesi sicelo sokulungiswa noma ukususwa kwemininingwane yofaka isicelo, engaphansi kweNyuvesi.

6.3.8 Ezimweni lapho isicelo siphuma kubantu futhi lapho iNyuvesi ingaphoqelekile ukuba ihlinzeke le minininingwane ngokomthetho, ngokwesigaba 3 se-POPIA, (The Conditions of Lawful Processing), ofaka isicelo kufanele alethe lokhu okulandelayo (lolu hlu alunamkhawulo futhi eminye imininingwane ingabuye icelwe ukuze kuhlolwe isicelo) kanye nesicelo semininingwane (futhi uma lokho kungekho, isicelo ngeke sidluliselwe esigabeni sokuhlolwa):

- Isizathu sokucelwa kwemininingwane;
- Imininingwane ngqo edingekayo;
- Isikhathi sokugcinwa kwemininingwane uma sidaluliwe;Ezokuphepha ezizosetshenziswa ukuze kuvikelwe imininingwane uma kudaluliwe;
- Indlela okuzobekwa ngayo imininingwane i.e. ngogesi noma ngephepha noma kokubili;
- Ukuhanjiswa kwale minininingwane i.e. imininingwane izosebenza ngaphakathi kwemingcele yaseNinizimu Afrika noma le minininingwane noma izothunyelwa ngaphandle kwaseNingizimu Afrika;
- Abazokwamukela le minininingwane i.e. Ingabe ofaka isicelo uzoyidlulisela kwabanye, ngasiphi isizathu nangayiphi indlela (ngogesi noma ngephepha)?"

6.4 Imali ekhokhwayo uma kufakwa isicelo nokwaziswa ngesinqumo

6.4.1 Kunezinhlobo ezimbili zemali ekhokhwayo ngokwe-PAIA, imali yokufaka isicelo nemali yokuthola ulwazi.

6.4.2 Ofaka isicelo odinga ukuthola ulwazi olunemininingwane yakhe akadingi ukukhokha imali yokufaka isicelo. Lo ofaka isicelo waziwa njengofaka isicelo ngokuphathelene naye. Omunye ofaka isicelo kumele akhokhe imali ekhokhwayo njengokubeka kwengxenye A lapha.

6.4.3 Owengamele ezolwazi noma iPhini lakhe liyokwazisa ofake isicelo (ngaphandle kofaka isicelo ngokuphathelene naye) ngenani okumele likhokhwe. Futhi angadinga ukuthi ofaka isicelo akhokhe le mali ngaphambi kokubhekwa kwesicelo nokuthola ulwazi.

6.4.4 Uma isinqumo sesithathiwe yilowo owengamele ezolwazi noma iphini lakhe, ofake isicelo uyokwaziswa ngalesi sinqumo ngendlela ayikhethile yokwaziswa ngaso.

6.4.5 Uhlu oluphelele ngezimali ezikhokhwayo uma kucelwa imibhalo esakhiweni somphakathi luyatholakala engxenyeni B yaleli bhuku.

7. IZINHLOBO ZOSIZO OLUTHOLAKALAYO KUMPHAKATHI NEZINDLELA ZOKULUTHOLA

Uhlu olugcwele lwezinto ezitholakala e-UKZN luqukethwe ebhukwini leNyuvesi jikelele nasemabhukwini amakolishi konke okutholakala mahhala eHhovisi likaMabhalane Omkhulu, eminye imininingwane itholakala ngaphansi kwesigaba sesi-4 ngenhla. Okanye ungazibheka lezi zinto esizindalwazini seNyuvesi ku- www.ukzn.ac.za.

8. UKUBAMBA IQHAZA EZINHLAKENI EZAKHA IZINQUBOMGOMO NEZITHATHA IZINQUMO E-UKZN

8.1 Abafunda nabasebenzi babamba iqhaza ekuthathweni kwezinqumo nasekwakhiweni kwezinqubomgomo ngokokubeka kwe-HEA, umthetho wase-UKZN nangokuhambisana nezinqubo zangaphakathi ngokuvumelana nabamele abasebenzi nabafundi ngezinye izikhathi.

8.2 Abanye abanothando bangafaka imibono neziphakamiso zabo ngokubhaliwe kuMabhalane Omkhulu ekhelini elisesigabeni sesi-4 ngenhla.

9. INCAZELO YEZINTO EZINGABA YISIXAZULULO UMA KUKHONA OKWENZIWA NOMA OKUHLULEKA UKWENZIWA YI-UKZN

9.1 Umfundi noma ilungu lomphakathi lingafaka isicelo ngokubhaliwe kuMabhalane Omkhulu.

9.2 Inqubo yangaphakathi eNyuvesi yokufaka izikhalo ingasetshenziswa abasebenzi.

9.3 Uma isikhalo simayelana nokwenziwe noma okungenziwanga ngokuhambisana ne-PAIA, onesikhalo angathatha esinye sezinyathelo kwezihlinzekelwe kwiSigaba 74 kuya kwesama-82 se-PAIA.

10. OLUNYE ULWAZI

Uma udinga eminye imininingwane engaqukethwe kuleli bhuku, sicela uthintane noMabhalane Omkhulu omininingwane yakhe isesigabeni sesi-4 ngenhla.

Noma ungavakashela isizindalwazi seNyuvesi ku- www.ukzn.ac.za

Leli bhuku liyatholakala ngolimi lwesiBhunu nolwesiZulu ku- www.ukzn.ac.za

Leli bhuku libukezwa minyaka yonke.

ISITHASISELO A

IFOMU A
ISICELO SOKUTHOLA IREKHODI LOHLAKA LOMPHAKATHI

Isigaba 18(1) somthetho i-Promotion of Access to Information Act No. 2 of 2000
[Regulation 6]

OKUSETSHENZISWA EMNYANGWENI KUPHELA

Inombolo yesicelo:_____

Isicelo samukelwe ngu

_____ (bhala isikhundla namagama agcwele ongamele ezolwazi/iphini longamele ezolwazi)

ngo_____(usuku) e- _____(indawo)

Imali yesicelo (uma ikhona): R __

Idiphozi (uma ikhona): R _____

Imali yokubona R _____

_____ **UKUSAYINA KOWENGAMELE EZOLWAZI/NOMA IPHINI LAKHE/SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER**

A. Imininingwane Yohlaka Lomphakathi

Iphini Longamele Ezolwazi

Umabhalane Omkhulu

INyuvesi YaKwaZulu-Natali

University Road

Chiltern Hills

Westville

3629

Ikheli Leposi: Private Bag X54001, Durban, 4000

Inombolo Yocingo: 031 260 7971

Iposinyazi: registrar@ukzn.ac.za

B. Imininingwane yofaka isicelo sokubona amarekhodi

(a) *Imininingwane yalowo odinga ukubona irekhodi kufanele ibhalwe lapha ngezansi.*
(b) *Ikheli kanye/noma inombolo yefeksi lapho kuzothunyelwa khona ulwazi kufanele kuhlinzekwe*
(c) *Ubufakazi besikhundla salowo ofaka isicelo, uma kukhona, kufanele bunanyathiselwe.*

Amagama agcwele:_____

Inombolo kamazisi:_____

Ikheli:_____

Inombolo yefekisi_____

Inombolo yocingo: _____

Iposi Likagesi:_____

Isikhundla esikugunyaza ukuba ufake isicelo, uma senzelwa omunye umuntu:

_____

_____

C. Imininingwane yomuntu ofakelwa isicelo

Lesi sigaba kufanele sigcwaliswe KUPHELA uma isicelo semininingwane senzelwa omunye umuntu.

Amagama aphelele nesibongo:_____

Inombolo kamazisi:_____

Igama lenhlangano:_____

D.	Imininingwane yerekhodi
(a)	*Hlinzeka imininingwane ephelele yerekhodi elifunekayo, nokuhlanganisa inombolo yerekhodi noma usukuma unolwazi lwakho, ukulekelela ukutholakala kwerekhodi.*
(b)	*Uma isikhalo esihlinzekiwe singanele, qhubeka kwelinye ikhasi ulinamathisele kuleli fomu. Ofaka isicelo kufanele asayine wonke amakhasi engeziwe* ***noma okunanyathiselwe kulelifomu.***

1. Incazelo ngolwazi noma ingxenye yalo:_____

_____

_____

_____

2. Inombolo yesicelo, uma ikhona:_____

3. Eminye imininingwane ngolwazi:_____

E.	Imali ekhokhwayo
(a)	*Isicelo sokuthola ulwazi olugciniwe, okungelona oluqondene nemininingwane yakho, sizohlangatshezwa kuphela uma imali* ***yokufaka isicelo*** *isikhishiwe.*
(b)	*Uzokwaziswa ngesamba semali esidengekayo ngokufaka isicelo.*
(c)	*Imali ekhokhwayo ngokuthola ulwazi olugciniwe incike esimweni esidingekayo sokutholakala kolwazi kanye nesikhathi sokuphenya nokulungisa ulwazi lolo.*
(d)	*Uma ugunyaziwe ukuthi ungakhokhi imali, sicela usinekeze izizathu zalokho*

_____ _____

Izizathu zokuvunyelwa ukuthi ungakhokhi imali yokufaka isicelo:_____

_____

_____

_____

F. Ifomu lokutholakala kolwazi olugciniwe

Uma uvinjelwa ukufunda ngenxa yesimo sakho sokukhubazeka emzimbeni, ukubuka noma ukulalela ulwazi ngendlela olwethulwe ngayo ku 1 kuya ku-4 ngezansi, chaza leso simo bese uveza ukuthi ulwazi olugciniwe ungafisa ukuluthola kanjani..

Ukukhubazeka emzimbeni:_____	Indlela odinga ukuluthola ngayo ulwazi:_____
_____	_____
_____	_____

Faka uphawu X esikhaleni esisebhokisini esifanele.
OKUZOKUSIZA:

(a) Ukulandela umgomo wesicelo sakho sokuthola ulwazi ngendlela ethile ungancika ekutheni ulwazi lugcineke kanjani.

(b) Ukuthola ulwazi ngendlela isicelo esifakwe ngayo kunganqatshwa kwesinye isikhathi. Uma lokho kwenzeka uzokwaziswa uma ulwazi luzolethwa ngenye indlela.

(c) Imali ekhokhelwa ukuthola ulwazi olugciniwe, uma kudingeka, izolawulwa yindlela lolo lwazi oludingeka ngayo.

1. Uma ulwazi olugciniwe lubhalwe phansi:

	ikhophi*		Ukuhlola ulwazi

2. Uma ulwazi lunemifanekiso –
(lapha kubalwa izithombe, amasileti, ividiyo, izithombe ezikhiqhizwe ngekhompyutha, imidwebo nokunye)

	Ungayibuka		ungayikophisha*		Ungayikhiphela kwenye indawo*

3. Uma ulwazi lungamagama agciniwe noma imininingwane engaphendulwa ibe wumsindo:

	Ungalalela lowo msindo (ikhasethi)		Ungawukhiphela kwenye ikhasethi* (ngokubhala phansi)

4. Uma ulwazi lukwikhompyutha noma enye indlela ehamba ngocingo noma umshini okungafundwa kuwo:

	ungakophisha*		Ungabhala ikhophi ephuma kwikhompyutha*		Ungayikhiphela kwenye indlela engafundeka ngayo* (istifi noma idiski)

*Uma ucele ikhophi noma okuthathelwe olwazini olugciniwe (ngenhla), ufisa ukuthi le khophi ithunyelwe kuwe? **Izindleko zokuposa ziyakhokhwa**	YEBO	CHA

Qaphela ukuthi uma ulwazi lungatholakali ngolimi oluzwayo, lungatholakala ngolimi olutholakala ngalo

Ufisa ukuluthola ngaluphi ulimi?

G.	**Isaziso ngesinqumo esithathiwe mayelana nesicelo sokuthola ulwazi olugciniwe**
Uzokwaziswa ngencwadi ukuthi isicelo sakho siphumelele noma senqatshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela ugagule indlela ubuye usinikeze imininingwane ezosisiza ukuba sihlangabezane nesicelo sakho	

Ungafisa ukwaziswa kanjani ngesinqumo esithathiwe mayelana nesicelo sokuthola ulwazi olugciniwe?

Kusayinwe e _____ (indawo) ngalolu suku zi_____ ku _____(inyanga) 20_____(unyaka)

_____

UKUSAYINA KOMFAKI-SICELO/
UMUNTU OFAKELWA ISICELO

ANNEXURE B

IMALI EKHOKHWAYO NGOKOMTHETHO WOKUGQUGQUZELA UKUTHOLAKALA KOLWAZI, 2000
(UMTHETHO ONGUNOMBOLO 2 WEZI- 2000)

1.	Imali ekhokhwa ngebhuku njengoba kuphawulwe embandelweni 5(c) u-R0,60 ngekhophi engusayizi wephepha elingu- A4 noma ingxenye yalo.		
2.	Imali yokukhiqiza kabusha ephawulwe embandelweni 7(1) imi kanje:		R
(a)	Ikhophi ngalinye elingu - A4 noma ingxenye yalo.		0,60
(b)	Iphepha ngalinye elibhaliwe elingu - A4 noma ingxenye yalo elikukhompyutha noma umshini ongakwazi ukulifunda kuwo		0,40
(c)	Iphepha elikukhompyutha –		
	(i)	istifi	5,00
	(ii)	idiski	40,00
(d)	(i)	Izithombe ezingusayizi - A4 wephepha noma ingxenye yalokho	22,00
	(ii)	Ikhophi lesithombe	60,00
(e)	(i)	Okuqoshiwe, kulingana nosayizi wephepha ongu-A4 wekhasi noma ingxenye yalokho	12,00
	(ii)	Ikhophi lokuqoshiwe	17,00
3.	Imali yokufaka isicelo, somuntu wangaphandle,okungewena njengoba kuphawulwe embandelweni 7(2) ingu- R35,00		
4.	Imali yokuthola ulwazi ekhokhwa ngumfaki-sicelo ephawulwe embandelweni 7(3) imi kanje:		R
(1)(a)	Ikhophi engu- A4 noma ingxenye yalokho		0,60
(b)	Wonke amakhophi abhaliwe angu-A4 noma ingxenye yalokho ephakathi kwikhompyutha noma umshini ongakwazi ukufunda kuwo		0,40
(c)	Ikhophi ekwikhompyutha efundekayo kwi -		
	(i)	stifi	5,00
	(ii)	idiski	40,00
(d)	(i)	Izithombe ezingu-A4 noma ingxenye yalokho	22,00
	(ii)	Ikhophi yesithombe	60,00
(e)	(i)	Okuqoshwe ngamazwi okungu-A4 noma ingxenye yalokho	12,00
	(ii)	Ukwenza ikhophi eqoshiwe	17,00
(f)	Ukucinga noma ukuhlela irekhodi elikhishwayo, R15,00 ngehora noma ingxenye yalo, kungabalwa ihora lokuqala, elanele ukucinga nokuhlela lolo lwazi		
(2)	Ngokulandela isigaba 22(2) soMthetho, kusebenza lokhu okulandelayo:		
(a)	Amahora ayisithupha njengamahora athathiwe ngaphambi kokukhishwa kwediphozi; futhi		
(b)	Ingxenye eyodwa kokuthathu emalini yokuthola ulwazi ikhokhwa ngumfaki-sicelo njengediphozi.		

3. Kukhokhwa imali yokuposa uma ikhophi yerekhodi kufanele ithunyelwe kofaka isicelo.