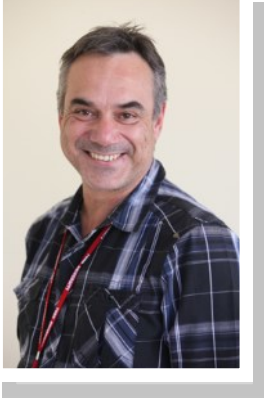


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## AN OPEN LETTER TO ALL DRAMA DEPARTMENT STUDENTS



February 2017

Dear Students

Welcome to the Drama Department at UCT. I trust that you will all have an exciting, creative and stimulating year of study in 2017. We live in an exciting city in a dynamic country and there are many complex and fascinating stories to be told and issues to be reflected on through the medium of the dramatic arts, theatre and performance.

We are a vibrant, hard-working community in this Department and we are dependent on each other to succeed. This handbook outlines important information about the ways in which we work. If individuals do not respect the regulations and procedures or do not conduct themselves according to the code contained in the following pages, we will all struggle to attain our creative and academic goals.

Please read the handbook carefully and access it regularly. We will not accept, "I didn't know", as an excuse for a failure to meet your obligations as contained in this handbook.

The student protests of 2015 and 2016 have had an enormous effect on tertiary education in our University and Department and raised awareness on many necessary issues. I assure you that the Drama Department Staff are committed to the notion of genuine and respectful engagement; towards creating an environment where we can take the Department forward and to addressing issues that we as a Department can manage and influence.

Life in the Drama Department can include as much stress as creativity. Please do not hesitate to consult with staff regarding personal or academic problems you might be encountering. All staff are here to support you. However, please understand that it is necessary to request a meeting time as staff are busy and are not always available immediately. We will do our utmost to deal with your challenges as quickly as possible.

I would also like to take this opportunity to thank the Academic and Administrative Staff. Our Discipline is essentially a collaborative one that demands many hours of staff and student contact, way beyond Faculty norms. I salute my colleagues who are always willing to give their best and go the extra mile.

Best wishes for a productive year.

Associate Professor Geoffrey Hyland

*Head of Department*



## GENERAL INFORMATION

**Drama Department Office, Room 2.06**

Rosedale Building, Hiddingh Campus, 31 – 37 Orange Street, Cape Town 8001

**Tel: 021 650 7121**

**Email :** [drama@uct.ac.za](mailto:drama@uct.ac.za)

**Website :** [www.drama.uct.ac.za](http://www.drama.uct.ac.za)

Office hours are: Monday - Friday 08h00-17h00

## 1. DEPARTMENTAL ADMINISTRATION AND STAFF

### Administrative Staff:

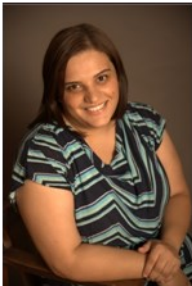


Robert Keith

*Administrative Officer*

*(021) 650 7166*

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Shabnam Pansari

*Administrative Assistant*

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Tabassum Pansari

*Little Theatre Complex Administrator*

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**HEAD OF DEPARTMENT**

Associate Professor Geoff Hyland  
*Financial Aid, Student Affairs & Advice, DRM3018S Course Coordinator, Fourth Year Acting Studio Coordinator*

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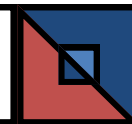


Associate Professor Veronica Baxter

*DRM2011S Course Leader, Honours Coordinator, MA & PhD lecturer*

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Undergraduate Programme Convener *Second Year Acting Studio Coordinator, DRM2010F Course Coordinator*

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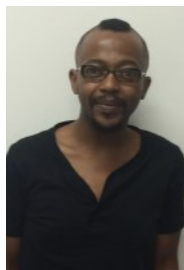


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Emeritus Associate Professor Gay Morris  
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**LITTLE THEATRE TEACHING AND PRODUCTION STAFF**

**Little Theatre Complex: Tel : 021 650-7129**

**Email : [little.theatre@uct.ac.za](mailto:little.theatre@uct.ac.za)**

(The office hours at The Little Theatre are flexible as staff take time off in lieu of overtime pay.)



Mr Luke Ellenbogen

*Production Manager*

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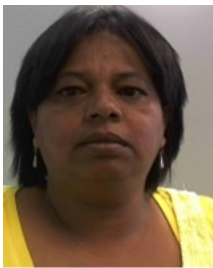


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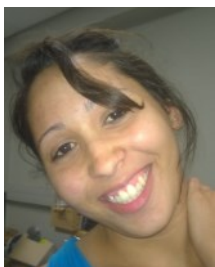


Ms Dilshaad Jack

*Seamstress*

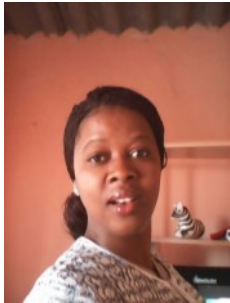
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*Intern Wardrobe Assistant*



Lindiwe Makaba  
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[Justin.jacobs@uct.ac.za](mailto:Justin.jacobs@uct.ac.za)





## LOGISTICS & FINANCE

### DEPARTMENT NOTICES & MESSAGES

#### 3.1 Correspondence from the Department to Students

The primary method that the office will use to contact students is email i.e. the student UCT email account and VULA. Every student **must** have a working email address and must ensure that the office is aware of this address. It is the responsibility of the student to check their email inbox at least once a day. Students may make use of the facilities at the Hiddingh Campus computer lab as well as the Humanities computer labs on upper campus. Failure to check for email messages will not constitute an acceptable excuse for failure to respond to a staff request or notice communicated via email. All VULA notices must be read.

#### 3.2 VULA / Notice board information

All essential information regarding Coursework; changes in venues, due dates, groups, assignments etc., DP warnings and refusals; departmental policy and results are posted on the Drama Department's VULA sites, notice boards in the Rosedale Building on Hiddingh Campus, and often in the Beattie Building on Upper Campus. It is the student's responsibility to **ensure** that s/he checks the notice board and VULA regularly.

#### 3.3 Messages for staff

Written messages for individual staff may be left in the staff letter boxes, which are located near the Drama Office in the Rosedale Building, Hiddingh Campus. These staff pigeonholes **may not** be used for depositing written assignments. All assignments **must** be submitted to the Admin Office before 16h00 on the due date. The Admin Office will only stamp assignments at 16h00.

#### 3.4 Messages for Students

The office may, within reason, take telephonic messages for students and email them to the student. Please note that the Administrative Staff are not here to act as your personal message takers! In cases of emergency, however, every effort will be made to find you.

#### 3.5 Departmental Teaching Equipment

Drama Department teaching equipment can be borrowed on a short-loan basis by Drama students. All equipment **must** be signed in and out. If equipment is required after 16h00, it can be borrowed on an overnight basis with permission by the relevant supervisor (relevant form to be completed) and **MUST** be returned and signed in by 09h00 the following morning. If not returned on time or are damaged whilst on loan, the student will be held financially responsible and will no longer be allowed to borrow departmental equipment. Do not leave equipment unattended or in parked cars whilst they are in your possession. You will be held responsible if it is stolen and will be required to replace it at your expense.



## 4. TRANSPORT

### 4.1 Provision of Student Transport to Hiddingh Campus

A fleet of buses, the Jammie Shuttle, operates between all residences, campuses and public bus, train and parking facilities in the local university vicinity. The scheduled bus service is available on weekdays, weekends and public holidays, both during term times and vacation periods. A late-night service is also available.

The Jammie Shuttle makes every attempt to run according to schedule. Students who are late for scheduled shuttle trips will have to make alternative transport arrangements. Missing the shuttle is no reason to miss a class meeting, tutorial, rehearsal or performance or for late arrival. Shuttle drivers may not heed requests to 'Wait for a moment please, someone is on their way!'

#### Conditions which apply:

Day Shuttles are scheduled to leave according to the supplied timetable. A **five-minute allowance** for traffic delays may be anticipated.

A shuttle not arriving according to schedule must be promptly emailed to the Drama Department ([drama@uct.ac.za](mailto:drama@uct.ac.za)) so that prompt action can be taken to rectify inefficiencies. Please supply Name, Student No. Reason for travel. Date of Travel. Time of class you planned to attend. Pick-up point at which you were waiting.

*Length of time you waited. (e.g.: Shuttle Problem A.N. Other OTHANN001, Attending DRM3010F at Hiddingh. Monday 3 March 08, Class begins at 12h15. I waited from 11h47 to 12h25 at NSLT Jammie Shuttle Pick-up point, the shuttle arrived at 12h30)*

- No student may 'order' an arrival or departure time of the shuttle or seek to change the departure or arrival time of the shuttles.
- Only authorised staff members may contact the Shuttle offices to arrange special trips or changes. All students and staff wanting a schedule adjustment must liaise with Rob Keith.
- Ignorance of the shuttle schedule will not be accepted as a valid excuse for lateness or absence from classes, meetings or rehearsals.
- Students wanting to travel in the shuttle, who place their bags in a shuttle and then run off on an errand, will run the risk of losing their possessions. Such bags are not the responsibility of the Jammie Shuttle drivers and they will not delay departure to ensure the safety of unsupervised bags deposited in the shuttle.  
<https://www.uct.ac.za/students/services/jammieshuttle/>

## 5. LIBRARY FACILITIES

### 5.1 Hiddingh Campus

The Hiddingh Hall branch library houses the main drama, theatre and play scripts collection, which includes videos and electronic resources.



**Library hours:**

<b>Monday-Thursday</b>	<b>08h30 - 18h00</b>
<b>Friday</b>	<b>08h30 - 17h00</b>
<b>Saturday – Term Times</b>	<b>10h00 - 13h00</b>
<b>Long vacations (Mon - Fri)</b>	<b>08h30 - 17h00</b>

The librarians will assist you to become familiar with the library rules and systems. You will need to use the library frequently, so start visiting it immediately. The library catalogue can be accessed via [www.lib.uct.ac.za](http://www.lib.uct.ac.za). Electronic resources can be accessed via any UCT computer.

## **5.2 Upper Campus**

The Chancellor Oppenheimer Library also has useful books for drama essays and research.

## **5.3 Short loans**

Books, articles and other material in heavy demand for essays are generally placed in the short loan centres in Hiddingh Hall Library and the Main Library Reserve on Upper Campus.

*If you are discovered using library play texts as rehearsal scripts or props for projects or examinations you will be required to replace them with new ones.*

## **6. FINANCIAL ASSISTANCE**

The Department of Drama is fortunate to have some resources accruing from bequests, which allows us to offer some financial support for students. Students needing financial support over and above what they are able to obtain from other UCT scholarships, bursaries and the financial aid scheme, should apply for this as directed at the beginning of the academic year.

**NOTE:** *Support will be offered to students on the basis of seniority, academic record and diligence in studies, as well as financial need. No support is offered to students in their first year of study (undergraduate).*

*Students should be aware that consideration for an award will be dependent upon a good record of **attendance at all** lectures, tutorials, practical classes and rehearsals and the timeous submission of **all** written work. Furthermore, should a student in receipt of an award become lax with attendance, preparation or written work submission, the Head of Department reserves the right to reduce the financial award forthwith. For students with a large award this could jeopardise their chances of covering their costs and remaining at UCT. All students who receive financial support from the Drama Department may be required to repay the department by working a number of hours in activities to be determined by the department. The number of hours will be determined from year to year by the HOD.*



## 7. DISCIPLINE, RULES AND PROCEDURES

### 7.1 Departmental Code of Conduct

All DTP and BA T&P students, and students taking Drama courses in the BA or BSocSci degrees or other Humanities programmes are expected to adhere to the following principles of conduct in their working relationships with each other and with the Department, which includes the Little Theatre staff.

- Respect for your own and others' property;
- Correctly following signing out procedures for all resources;
- A responsible attitude towards shared resources and workspaces;
- Attendance and punctuality at practical classes and rehearsals - contact the department in cases of unforeseen delays; and provide your full name and course code of the class you will be missing.
- Adequate preparation for all classes;
- Working relationships which are characterised by:
  - > sensitivity to other people's feelings
  - > an ability to give and take
  - > an ability to handle any conflict situation creatively or to ask for assistance
  - > honesty with yourself and others
  - > actively using all theatres, studios and classes in a safe and healthy way
  - > actively reporting all potential Health & Safety hazards
  - > recognising when to be assertive and when to allow others to take the lead
  - > discretion
  - > self-control
  - > self-discipline and a sense of responsibility
  - > acceptance and tolerance of yourself and others

### 7.2 Smoking Policy

In line with the UCT smoking policy, smoking is not permitted in any UCT buildings. This includes passages and foyers. There is no smoking permitted in costume - even if outside.

## 8. PERFORMANCE & THEATRE PRODUCTIONS

Students taking Drama courses are expected to attend as many local professional productions as they can and **all** departmental productions.



Most Cape Town theatre managements offer reduced ticket-rates for block bookings (10 or more); some offer student discounts on tickets on production of your student card.

### **8.1 Drama Department productions**

The Drama Department presents productions throughout the year. See below for attendance requirements and closed performance rulings.

### **8.2 Participation in Departmental productions**

#### **a) DTP and BA T&P students**

Any part, backstage or technical front of house work assigned to students is mandatory and comprises part of the Performer's coursework.

A student registered for the programme in Theatre & Performance shall perform any part in a play production or production project, and/or any backstage work assigned to him/her. No candidate is guaranteed, nor may she/he demand or refuse, a part assigned to him/her.

A student shall attend all rehearsals and performances scheduled and complete such other duties on stage, backstage or elsewhere, as determined by the Head of Department or his/her representatives. Absence from rehearsals or performances even for medical reasons, is not permitted without written permission of the Head of Department or the production director.

The theatrical profession demands discipline. All students must accept the discipline and procedures expected in the professional theatre.

#### **b) Students taking BA Drama courses in other Humanities BA, BSoc Sci. or named degree programmes**

There are opportunities for BA Drama students to participate in departmental productions projects. Participation in production for BA Drama Students is usually not a course requirement and is therefore voluntary. However, once you have committed yourself to involvement with any Drama Department production, whether acting or with backstage work, the standard rules of attendance and professional behaviour at all rehearsals and meetings to which you are called, *become* a DP requirement.

During performance weeks, class work is presented to the staff and students. Staff will assess the work. Watch the notice board / website for times and venues. All T&P and DTP students are required to attend ALL showcase week/performance week/practical exam presentations and Friday Forum. Failure to attend is grounds for a DP refusal. See your co-ordinator if you have a problem.

Visitors may not attend without the express permission of the tutor in charge. No visitors may be present during feedback.



### **8.3 Performance weeks/Showcase**

During performance weeks, class work is presented to the staff and students in the afternoons. Staff will assess the work. Check VULA for times and venues. All T&P and DTP students are required to attend ALL showcase week/performance week/practical exam presentations and Friday Forum. Failure to attend is grounds for a DP refusal. See your co-ordinator if you have a problem.

### **8.4 Attendance at, and participation in, rehearsals and performances**

Attendance is compulsory for all performers / back stage crew taking part in scheduled rehearsals and public performances, practical presentations in Drama courses, performance week presentations, Friday Forums, movement projects and any other performance projects. Failure to present constitutes failure of that coursework component and is grounds for a DP refusal.

### **8.5 Performance/Showcase weeks and Friday Forums**

Attending performance weeks, and Friday Forums is a DP requirement for all DTP and BA T&P programme students. Students taking Drama courses in other Humanities programmes are urged to attend and participate as often as possible. Students are required to be seated well before the starting time. No student may interrupt any work in progress by entering late. If a student is unavoidably late s/he may enter the venue only at the end of any item presented.

- Written authorisation from the tutor concerned is required to use props and costumes from the Little Theatre's wardrobe, props and furniture departments. There is a standard form for this purpose.

### **8.6 Practical Examinations of the DTP and BA (T&P) Courses**

Unless prior permission has been obtained from your Course Co-ordinator, all DTP and BA (T&P) students are required to attend ALL practical examination sessions in May/June and October/November. Students must prepare work sufficiently in advance to avoid the necessity for rehearsals during practical exam presentations of other year groups.

### **8.7 Absence due to illness**

Students must ensure that they communicate with the tutor/director/fellow students as soon as possible if they cannot attend or will be late for class/rehearsal/performance.

During office hours, telephone the Department on:

Tel: 021 650 7121 or email [Shabnam.Pansari@uct.ac.za](mailto:Shabnam.Pansari@uct.ac.za)

After hours contact the director of the production or the production manager or stage manager, or in extreme cases contact Campus Security Services (021 650 7101 for Hiddingh Campus, 021 650 2121 / 021 650 4080 for Upper Campus, who have radio contact with Hiddingh) and ensure that a message is sent.



A **medical certificate** is required for any absences from rehearsals or performances. Failure to produce a medical certificate may result in immediate suspension from the project and from further projects. Persistent absence for reasons of ill - health or other causes may result in a DP refusal.

*There is a **minimum** attendance requirement for all students irrespective of the cause of absence.*

## 9. ATTENDING DEPARTMENTAL PRODUCTIONS

All students taking 2000 and 3000 level Drama courses are **required** to attend **all** departmental productions. Students taking 1000 level drama courses are expected to attend at least 75% of the Department's productions. All Departmental productions are sources of material and reference for lectures and written examinations. Watch out for announcements on Vula for production information and 'like' the Little Theatre and Drama Department Facebook pages.

Every registered Drama student is entitled to one ticket for each departmental production. Bookings are made through the Little Theatre Office ([little.theatre@uct.ac.za](mailto:little.theatre@uct.ac.za)). Valid student cards must be presented at each performance.

### 9.1 Complimentary tickets

Complimentary tickets are issued as follows:

**Drama students taking part in productions:** TWO per cast member. These might not be available for opening night.

**Drama Department Staff:** TWO per production for any night, thereafter one for self as often as they wish, if space available.

**Production Director:** FOUR for Opening Night. | TWO per week | ONE for self whenever required.

**Little Theatre Staff:** TWO per production.

**Invitees:** Any Invitees not coming on Opening Night must thereafter pay (FLEUR DU CAP and PRESS Members excluded).

## 10. USE OF LITTLE THEATRE RESOURCES

### 10.1 Staff consultation

The Little Theatre staff make their knowledge and expertise freely available to students. Please be considerate of their time. Working hours are Mon – Fri 08h30 – 16h30. Make an appointment if you wish to consult with any Little Theatre staff member.



### 10.2 Loan of costumes, props, furniture

- The loan of costumes, properties and furniture is a privilege, which can be withdrawn, where students do not respect the property of the Little Theatre or do not follow correct signing out/return procedures. Students are expected to handle all loaned items with the utmost care.
- First year students will only be entitled to loans where the item is crucial to their work. Such loans must be authorised, in *writing*, by the Performer 1 Course Coordinator. In the majority of instances, first year students are encouraged to do the best they can to provide costumes and properties from their own belongings.
- In the second, third and fourth years, the art of wearing costumes of different styles, nationalities and periods necessitates loans from the wardrobe.

### 10.3 Return of costumes, props, furniture

- All items borrowed for class work, performance weeks and practical examinations must be returned in good condition on the same day or the day following the presentation or by appointment.
- Students will be held financially responsible for damaged items or items not checked off as returned on the forms.
- Items used in festival productions will be held to be the collective responsibility of the director, stage manager and cast of the production who will share the cost of repairs or replacing damaged or lost costumes. These items must be returned on the first day after returning from the festival or after the last performance for any festival season on Hiddings Campus.

### 10.4 Penalties for non-return

- Students will be required to pay for damage and / or loss.
- No further access to props, costumes or furniture will be permitted until payment has been made.

### 10.5 Times of issuing and receiving

#### Costume

The wardrobe hours are from Monday and Wednesday 09h00-13h00, 13h30-16h00 (last appointment 15h45). Friday 09h00-13h00, 13h30-15h00 (last appointment 14h45). No appointments Tuesday and Thursday. Please make an appointment with the Head of Wardrobe to diarise a time that is agreeable for both parties to issue the costume. **No** costumes will be issued without an appointment or an authorised sign-out form. Costumes must be returned to the wardrobe at a time arranged with the Head of Wardrobe.





## Furniture

The Workshop hours are from Monday and Wednesday 09h00-13h00, 13h30-16h00 (last appointment 15h45). Friday 09h00-13h00, 13h30-15h00 (last appointment 14h45). No appointments Tuesday and Thursday. The Workshop Manager, Nicolas Mayer, issues furniture from the Workshop. No furniture will be issued without an appointment and written permission from the course lecturer or course coordinator. Furniture issue forms can be collected from the Production Office. Furniture must be returned to the Workshop at a time arranged with Nicolas Mayer

## Props

*The Props Room is open to sign out props for teaching projects on Mondays, Wednesdays and Fridays by appointment only. Please contact Justin in the workshop department on 021 6507132 or mail him on [justin.jacobs@uct.ac.za](mailto:justin.jacobs@uct.ac.za) to schedule an appointment.*

## 11. REHEARSAL AND PERFORMANCE SPACES

### 11.1 Access to Little Theatre Workshop

Access to the Little Theatre Workshop is restricted to the Drama technical staff, students and directors on bona fide business. Permission to enter the Workshop can be granted only by Luke Ellenbogen and Nicolas Mayer.

### 11.2 Booking spaces

Students may book rehearsal spaces, subject to their availability. Bookings are through the Drama Admin Office. Should you wish to use a venue during vac times, please consult the Drama Admin Office.

All theatre spaces must be booked through the Little Theatre Office.

The Little Theatre foyer and Arena Foyer may **not** be used as rehearsal spaces.

### 11.3 After hours access to rehearsals

Campus Protection Services will not give students access to venues after working hours (18h00 onward) unless they have written permission from a staff member and a valid registration card.

In the past it has happened that students have managed to persuade Campus Protection Services to open venues for them after hours, without having booked the space beforehand. The Department is insistent that this may not happen. Please do not place Campus Protection Services under pressure when you have failed to arrange the necessary permission slip in advance.



#### 11.4 Care and use of workspaces

- All work spaces must be left clean and tidy after rehearsals. **Windows must be closed; lights and technical equipment turned off; doors locked.** No eating or drinking is permitted in theatre spaces.
- Furniture may not be moved from one space to another unless authorised by a tutor, and in all cases must be returned to the home venue at the end of the session.
- Report any damage / breakages of furniture to the Drama Department Office or Little Theatre Office.
- No theatre foyer furniture may be removed or used on stage for any purpose whatsoever.
- All rehearsals must take place under working lights, **not** theatre lights. Strict disciplinary measures will be taken for not adhering to this rule.
- All technical equipment must be switched off and covered at the end of each session.
- The Yamaha piano may be used only by permission.
- Keys must be returned immediately either to Campus Protection Services , Little Theatre office or Drama Department.

***NO KEY MAY BE TAKEN OFF CAMPUS.***

***No student may make or have personal copies of departmental venue keys.***

You may **not** rehearse at any time on the set of a production that is running or in rehearsal without checking with the Little Theatre or the director of the production. **Strict disciplinary measures will be taken for not adhering to any of these rules.**

## 12 SUBMISSION AND RETURN OF WRITTEN ASSIGNMENTS

### 12.1 Submitting assignments

The Department has standardised methods in which essays and other assignments must be set out, typed and referenced. If you have not received these regulations, please refer to the course coordinator for the courses in which you are required to submit

- All written work must be handed in **by 16h00** on the due date.
- Work must be signed for by the student and stamped with the date by the Department Office.
- **Always make/save a copy of your completed assignment before submission**

Do **not** hand work for marking to individual Drama Department staff members, and do not place submissions in staff members' personal post boxes. They can be stolen or mislaid. Most lecturers and course co-ordinators insist on electronic submissions through VULA and Turn-It-In. Please refer to individual course guidelines for clarification.

Contributing lecturers from other departments will announce the arrangements for submitting work for them during lectures.



### 12.2 Return of marked assignments

Essays will be marked and returned within three weeks of submission. Larger written assignments may take longer.

### 12.3 Applications for extension of due date

An application for an extension of the due date for the submission of an assignment may be made on medical or compassionate grounds.

Such an application must be made:

- in writing;
- supported by a medical certificate or other evidence;
- by the due date;
- to the Course Coordinator.

Application forms are available from the Drama Department Admin Office and online on the T&P Noticeboard Vula site and must be signed by the Course Coordinator **on** or **before** the essay's due date.

The granting of an extension is at the discretion of the Department.

If the application is granted, the Course Co-ordinator will advise you of the new submission due date.

Whether or not the application is granted, late submission penalties may be incurred.

### 12.4 Penalties for late submission

Each course has specific penalties for late submissions (e.g. 0%, or -10%). Refer to the course outlines for the particular penalties applicable in each course.

In all cases, all written and practical work due must be completed / submitted for DP purposes - even if the due date has been missed. Failure to submit or complete work is grounds for a DP refusal.

## 13. ASSISTANCE WITH INDIVIDUAL PROBLEMS

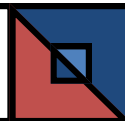
The Department is committed to assisting individual students who encounter difficulties. Students may approach any staff member for consultation and are urged to seek assistance.

***ALL PERSONAL MATTERS ARE TREATED CONFIDENTIALLY.***

### 13.1 Course-related difficulties

First approach the lecturer in whose course you are having difficulties; or talk to the Course Coordinator.

If the problem is persistent, or shared by other students, request your class representative or a PSC (Performer Students Council) member to take it up on your behalf with the HOD, and failing that, at a Departmental meeting, or in the regular feedback sessions. If you are still not satisfied, you may approach the Humanities Student Council. If all else fails, you may appeal to the Dean of Humanities.



### 13.2 General academic difficulties

Please approach the lecturer concerned or the course co-ordinator for assistance with academic difficulties. The Academic Development Programme and the Writing Centre in Leslie Social Science Building may also be of assistance.

The Department runs its own academic support programme for students, which you are encouraged to join. Note: an attendance register will be taken. Failure to attend may prejudice appeals against exclusion or re-admission. The more you can demonstrate that you have made efforts to improve your academic performance, the better your chances will be of a successful appeal.

### 13.3 Personal problems / crises

All full time staff are available for consultation. Arrange an appointment if you cannot make the regular consultation time posted on the office door of the staff member concerned.

In emergencies, the Head of Department will see you without an appointment.

Please let the Department know if you are in difficulty, so that we can adjust your work schedule temporarily. Remember that communication is essential.

## 14. DP REQUIREMENTS

### 14.1 The Department's DP requirements:

- attendance at all practical classes and tutorials and all practical examination work;
- the submission of all written assignments on the due date;
- the presentation of all performance work for assessment on the due date;
- attendance at all rehearsals and performances for which you are called;
- satisfactory participation in group work;
- satisfactory preparation of all work.

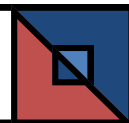
Refer to the Faculty of Humanities: student handbook for further details.

### 14.2 DP Warnings

Staff are not **required** to give written DP warnings. In practice, written warnings are usually given before a DP refusal is issued.

### 14.3 DP Refusals

Failure to fulfil the DP requirements may result in the refusal of your DP certificate for that course. This means that you may not write or perform the examinations in that course. Hence you will fail that course and must repeat it to complete your degree/ diploma, if you are permitted to do so.



Where a student's failure to attend and/or participate satisfactorily in a group project jeopardises the work process of (an)other student(s), the student will be issued with a DP refusal. DP refusals are sent via VULA.

**THE DEPARTMENT'S DP POLICY WILL BE STRICTLY ENFORCED.**

#### **14.4 Appeal procedures against DP refusals**

Where a student has been refused a DP certificate, s/he may appeal against it.

**The procedure is:**

- An appeal in writing within one week to the Head of Department, supported by evidence for such an appeal. The appeal will be considered at the next full Departmental meeting.

On the basis of this, within two weeks:

- The student may request, or the Head of Department may require, that the student attend a Departmental meeting to present further evidence.
- The student may be accompanied by another student to assist him/her.
- On the basis of this, the Departmental meeting will decide whether to uphold the DP refusal, or to waive it. No further appeals may be made to the Department.
- If the student does not accept the Department's decision, the matter may be referred, in writing, to the Dean of the Humanities Faculty. Evidence will be sought from the Department and the student, and a final decision made by the Dean or his/her representative.

#### **14.5 Disciplinary hearings**

Any serious infringement of the code of conduct may result in a disciplinary hearing. The disciplinary committee comprises: the Head of Department, a staff representative or the production manager, the PSC chairperson and/or student representative.

A student may call upon up to three people to assist in presenting his/her case.

### **15. DEPARTMENTAL RE-EXAMINATION POLICY**

**In order to pass**, all students in the BA and BA Theatre & Performance stream must obtain a sub-minimum of 50% for both (i) coursework and (ii) examination. All students in the Performer's Diploma must obtain a sub-minimum of 40% for both (i) coursework and (ii) examination.

In order to pass, all students (BA and BA Theatre & Performance & Diploma in Theatre and Performance) must obtain 50% overall when coursework and examination marks are combined.



### **15.1 Re- examination Policy and Procedure**

Students who qualify for re-examination will be notified by email from the department. It is a student's obligation to ensure that the department has the most current and correct email address, and that the email account is checked frequently.

Re-examinations will take place as soon as possible after the written examination and at least within a week of the written examination.

**The onus is on students to remain in touch with the Department to find out whether or not they have been granted a re-examination.**

Candidates who do not confirm their availability, or who are not available, or who do not arrive for the re-examination will retain their fail and no further opportunity for re-examination will be given.

A student will be re-examined on the material covered in the original exam by means of a written or oral examination or both.

### **15.2 Criteria**

Students may be granted a re-examination:

- If they have passed the course work component of the course and are within 4% of the required subminimum in the examination;
- If there is a wide discrepancy between the course work marks and the failed exam;
- At the discretion of the Drama Department.

### **15.3 Focus of Re-Examination**

The re-examination focuses on those aspects of the exam in which performance was unsatisfactory.

### **15.4 Form of Re-Examination:**

Usually oral; but in selected cases the candidate may be asked to re-write certain sections of the examination. Or the student may be asked to prepare a written answer/s to the section/s that they failed and submit it at the oral. These requirements vary according to what is being tested by the examination process.

Orals are conducted in the presence of two academic staff members one of whom has to be the lecturer concerned

The lecturer, whose paper is being re-examined, poses questions pertaining to the failed sections and the other academic acts as a moderator in the interests of fairness to the student.

### **15.5 Grading the Re- Examination**

Should the student perform successfully, the mark obtained will not be more than 50% (since this second chance is not given to all students).



A student who passes overall (when both course work marks and exam marks are combined) BUT FAILS THE EXAM by a mark of no more than 10% of the subminimum may be given an oral re-examination. However, if the student performs well in the re-examination, since the student has already obtained a combined pass mark - the overall mark remains unchanged after the re-examination.

If this student also fails the re-examination, the final overall mark for the course will be adjusted to a fail.

### **15.6 External Examiner**

The External Examiner will be informed of all the students who qualified for a re-examination and will be given feedback on the outcome.

## **16. APPLICATIONS FOR EXTRA EXAMINATION TIME**

A student who requires more time for a written examination due to a temporary or permanent disability must make an appointment with Student Health (tel. 021 650-1017) for an assessment.

### **16.1 Long-term applications**

(e.g. a learning or permanent physical disability) : **must** be applied for before 30 April. Student Health will then forward the information to the Examinations Office.

### **16.2 Short-term applications**

(e.g. broken finger) : after visiting Student Health, the student must ensure that the form is taken up to the Humanities Faculty immediately. If someone else does it for you, it is **your** responsibility to check whether the Faculty received it.

## **17.1 GUIDELINES FOR PART TIME STUDENT EMPLOYMENT**

The Drama Department recognises both the need for and the desire of students to be involved in part time employment while studying at university. The negotiation of part time employment is difficult in courses that are as time-consuming as the BA in Theatre and Performance and the Performer's Diploma in Theatre. Students are generally not assured of free time in the evenings or on weekends because of a possible involvement in productions and/or the rehearsal of course work. The following guidelines have been drawn up to facilitate both the course work and the needs and desires of students in respect of part time employment

The Drama Department has consulted with the Senior Deputy Vice Chancellor and with the Dean of Students. Their responses support the understanding that the student's first responsibility is to the course for which the student is registered.

The following regulations apply:

- The rule for students is that their class work and assignments take precedence over all else, within reason and context. Absences must be negotiated.
- Any student in sustained work needs permission from the Department.
- Postgraduate courses regulate the number of hours that a student may work per week.



- The DP system is used to ensure attendance at / completion of those aspects of courses which are deemed essential to the area of study.

In addition the Drama Department recognises:

- that students are usually involved with part time work for financial reasons;
- that students can and do benefit from an interaction with the profession;
- that some professional work opportunities could be viewed as equivalent to course components if negotiated well in advance;
- that the senior students (those in their final year of study) should be encouraged to interact with the profession;
- that part of the teaching strategy in the final year is to encourage students to build careers and career profiles.

In the light of the above, the Drama Department is willing to negotiate the possibility of part time work which might impact on course commitments:

- that students become overwhelmed in the process and fail to negotiate useful contracts.

However, the Drama Department also recognises the following:

- that the profession in employing students deprives professional actors of employment;
- that the industry (particularly the film /advertising industry) does not always contract actors usefully ahead of time;
- that the industry (particularly the film/advertising industry) does not always operate to schedule;
- that students become overwhelmed in the process and fail to negotiate useful contracts.

## **17.2 PROCEDURES FOR NEGOTIATING PART TIME WORK**

- The student must negotiate any form of work that might impact on course work with the Drama Department.
- Forms are obtainable from the office and on the T&P Noticeboard VULA site.
- All applications will be considered by committee unless a time constraint requires an immediate decision by the Course Co-ordinator and/or Head of Department.

## **18. EMERGENCY HEALTH AND SAFETY**

Campus Protection Services (CPS) telephone: 021 650 2222/3

### **Student medical emergencies**

Steps to follow:

- Make sure that emergency first aid is given immediately.





- Summon the nearest person responsible for first aid in your area.
- Do not move the patient if they have any serious injuries.

Summon an ambulance if necessary - see phone numbers below.

Have the following information available:

Exact location

Nature of injuries

Number of casualties

Kind of assistance that is required

Name of person reporting

Inform Campus Protection Services: 021 650 2222/3. They can also call emergency services for you.

Record patient details and all first aid that is administered. First aid kits are available at all security control rooms.

Be available to hand patients over to the emergency services or medically trained persons.

Please report any incident that happens on the campus to CPS even if there is no injury or damage. UCT will need to investigate the incident in order to prevent a similar occurrence.

The Safety Representative must complete a report form (HS02) and forward to the S.H.E. Department.

#### **Ambulance phone numbers**

ER24 (UCT contracted): speed dial 8110 or 084 124

Provincial Ambulance: 10177 or 0800 119 533

#### **24-hour Emergency Units (Hospital)**

Not Private (State):

Groote Schuur Hospital

Main Road, Observatory

Tel: 021 404-4112/4473

New Somerset Hospital

Portswood Road, Green Point

Tel: 021 402 6911/ 6408

Private:

Netcare Christian Barnard Memorial Hospital

181 Longmarket Street (off Loop Street)

Tel: 021 4806111

Mediclinic Cape Town

21 Hof Street

Tel: 021 4645500

Claremont Hospital Emergency Unit

Medical Centre, Main Rd, Claremont

Tel: 021 670 4333



Vincent Pallotti Hospital  
Alexandra Rd, Pinelands  
Tel: 021 506 4000

Rondebosch Medical Centre (opposite Red Cross Children's Hospital)  
Emergency Unit  
Tel: 021 685 8706

### **Pharmacies**

Webb & Savoy, 34 Cnr Main & Durban Rds , Mowbray, Tel: 021 689 8923, Mon - Sat: 08h00 - 22h00; Sun: 09h00 - 22h00

Rustenburg, Fountain Centre , Main Road, Rondebosch, Tel: 021 685 5998, Mon - Sat: 08h30 - 22h00; Sun: 09h00 - 21h00

Clicks pharmacy, Riverside Centre, Tel: 021 685 0670/1

Clicks pharmacy, Gardens Centre, Mill St, Gardens, Tel: 021 461 1077, Mon – Fri: 08h30 - 19h00; Sat: 09h00 - 17h00; Sun: 09h00 - 15h00

Wellness Warehouse, Lifestyle of Kloof Centre, Kloof St, Gardens Tel: 021 487 542, Mon, Tues, Thu 08h00 – 19h00; Wed 09h00 – 19h00; Sat 09h00 – 17h00; Sun 10h00 – 15h00

### **Poisons unit**

Red Cross Hospital Tel: 021 689 5227 or 021 658 5308

Tygerberg Hospital Tel: 021 031 6129 or 021 938 6235

### **Emergency contraception**

(The "morning after pill")

Available at pharmacies, emergency units or freecall: 0800 117785

Some of this information comes from the UCT Student Wellness Service website <http://www.uct.ac.za/students/health/wellness/clinical/emergency/>

### **Students and Rape**

In the case of a sexual assault or rape, the following action is recommended:

- Call the Campus Protection Services (CPS) office immediately at 021 650 2222/3. CPS officers are trained in dealing with these types of situation, allow them to assist.
- Call a friend or relative for support.
- Seek medical attention. If you have been raped please seek immediate medical attention, including post-exposure prophylaxis (PEP) for HIV, sexually transmitted infections and pregnancy. These are available at Groote Schuur Hospital or other appropriate medical facility.  
You have access to medical care and treatment whether you lay a charge with the police or not. It's advisable to seek medical help as soon as possible. You may, however lay a charge at your local police station at any time, but also as soon as possible.
- Report the rape to the local South African Police Service (SAPS).
- Note the name of the police officer in charge of your case and your case number.
- It is important to remember that all evidence will be lost if a rape victim takes a bath, shower, or changes clothes.



Victoria Hospital Rape Forensic Unit Tel: (021) 799 1235

Alphen Hill Rd, Wynberg, Cape Town

<https://www.westerncape.gov.za/service/rape-forensic-unit-victoria-hospital>  
Rape Crisis counselling lines and support

24 hr Crisis Line Tel: 021 447 9762

Athlone Tel: 021 633 9339

Khayelitsha Tel: 021 361 9085

<http://rapecrisis.org.za/>

<http://rapecrisis.org.za/get-help/>

### **Student Mental Health**

Students facing any mental health challenges or contemplating suicide

SADAG (SA Depression and Anxiety Group) UCT Student Careline:

0800 24 25 26 free from a Telkom line or SMS 31393 for a call-me-back. This line offers 24/7 telephonic counselling, advice, referral facilities and general support to students facing any mental health challenges or contemplating suicide. The line is available to offer support and advice to anyone who is concerned about a student who might be in distress. The line is able to advise and refer callers to both internal UCT resources and external (NGO, public and private) mental health resources.

Please make use of the SADAG UCT Student Careline if you are placed on a waiting list by reception at the Student Wellness Service or if you require emotional support while waiting for an appointment. The SADAG website contains useful information about mental health issues as well as details of their national helplines.

## **19. Support on Hiddingh Campus**

In urgent situations all services can also be accessed at other locations in the university – see website links below.

Below details their presence at Hiddingh campus.

### **Student Support Room, Room 2.04 / Studio 2C, Ritchie Building.**

Monday	Tuesday	Wednesday	Thursday	Friday
Ombud's		The Writing Centre	The Writing Centre	Counselling
Office Days to		14:30 – 17:30	09:00 – 14:00	

be announced

### **Student Wellness Services: counselling**

Students can make an appointment at 021 650 1017. Please state that you want to see a counsellor at Hiddingh campus.

**Student Wellness Services: counselling**

Students can make an appointment at 021 650 1017. Please state that you want to see a counsellor at Hiddingh campus.

**Student counselling service**, offers predominantly short-term counselling and psychotherapy, with the aim of ensuring that whatever personal, emotional or psychological problems you experience, the impact of these on academic studies are kept to a minimum and student's capacity for achievement is optimised. <http://www.uct.ac.za/students/health/wellness/counselling/overview/>

More information and contact details related to counselling and psychological wellbeing can be found at the website below

<http://www.uct.ac.za/students/health/wellness/counselling/contacts/>

**Ombud's office**

To book an appointment: Call Birgit 021 650 3665 or email [birgit.taylor@uct.ac.za](mailto:birgit.taylor@uct.ac.za)

During 2016 the UCT Ombud, Ms Zetu Makamandela-Mguqulwa, will offer her services to the Hiddingh staff and students and anyone linked to the Hiddingh Campus on a monthly basis. The Ombud will provide the Hiddingh Campus community with a confidential, informal and independent resource to help raise concerns, resolve disputes and promote equitable treatment within the university. Thus the Office of the Ombud offers a space that is independent, informal, impartial and confidential. For any further information, visit [www.ombud.uct.ac.za](http://www.ombud.uct.ac.za). The Ombud will be on the Hiddingh Campus on the 27<sup>th</sup> June, the 18<sup>th</sup> July, the 15<sup>th</sup> August, the 19<sup>th</sup> September, the 17<sup>th</sup> October and the 14<sup>th</sup> November for 2016.

**The Writing Centre Student**

Students can book consultations online at <http://uct.mywconline.com>

Select "Writing Centre 2016" this should bring up a schedule with each day and the names of the consultants on that day. On Wednesdays and Thursdays you will see "Hiddingh Campus Consultation" in the list of consultants names. Click on a free time slot and book.

The Writing Centre, located within the Language Development Group, is a student-oriented space which aims to provide mediation in the process of academic writing. Students from all disciplinary backgrounds as well as tertiary levels are encouraged to engage in the one-on-one consultancy service offered. At the Centre, we believe that all students have the capacity to improve their writing, whether you are able to skilfully construct an academic essay or whether you are struggling to string the separate parts of your paper into a coherent whole. Since writing is one of the primary means of assessment in the academic realm, it is important that there is an avenue available in which students are aided in ways that serve to improve their academic performance. The Writing Centre is one such avenue.

Our one-on-one consultation sessions provide a haven in which students are able to discuss their writing with an attentive, critical but non-judgemental reader. During these conversations with consultants, students are able to explore new ideas or expand on ones that are somewhat stilted, evaluate the clarity of proposed arguments as well as working towards creating a better sense of the inner workings of academic writing. Furthermore, help is also offered for general academic conventions such as referencing, proposal formats, report writing and poster design. It is important to bear in mind that the Writing Centre does not provide an editing service. Rather, we aim to enhance understanding of writing as a process and encourage a thinking-through-writing approach.

<http://www.writingcentre.uct.ac.za/>



## 20. UCT Student Support

### Sexual harassment

#### Sexual Assault

#### Rape

#### Food Security

#### Counselling

#### Disability Support

#### Reporting problems with staff

#### Funding

#### Career Guidance

- **Sexual harassment**

If you have been sexually harassed, you can inform your lecturer or trusted member of staff for guidance and/or contact Student Wellness Services (SWS) for counselling and advice:

#### **The Student Wellness Service**

28 Rhodes Ave

Mowbray

Tel: 021 650 1017 / 1020

Email: [counselling@uct.ac.za](mailto:counselling@uct.ac.za) (for appointments only)

A counsellor is available on Hiddingh campus on Fridays and appointments can be made via the above phone number. Please specify that you wish to see a counsellor at Hiddingh. Appointments can be made on other days at the SWS offices in Mowbray, on the same phone number.

<http://www.uct.ac.za/students/health/wellness/counselling/contacts/>

The UCT Discrimination and Harassment Office (DISCHO) can advise you on how to proceed in officially reporting any matters of discrimination, harassment, domestic violence, and rape.

#### **Discrimination & Harassment Office**

The Cottage

Lovers' Walk

Lower Campus South

UCT

Tel: 021 650 3530

<http://www.uct.ac.za/services/discho/>

#### **UNDERSTANDING SEXUAL HARASSMENT AND HOW IT COULD AFFECT YOU**

Ensure you understand what can be considered 'sexual harassment'. The following is from the UCT Sexual Harassment Policy.

[http://www.uct.ac.za/downloads/uct.ac.za/about/policies/sexual\\_harassment\\_policy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/sexual_harassment_policy.pdf)

Sexual harassment is unwelcome conduct of a sexual nature that violates the rights of a person. It constitutes serious misconduct and will result in disciplinary action.

Unwelcome sexual conduct includes behaviour that is perceived by the complainant as demeaning, compromising, embarrassing, threatening and/or offensive including physical, verbal and non-verbal conduct. Such conduct may be direct or indirect and may include technological devices, images and weapons. A single incident of unwelcome sexual conduct can constitute sexual harassment.



Unwelcome physical conduct ranges from touching to sexual assault and rape. Unwelcome verbal conduct includes innuendos, suggestions or hints of a sexual nature, sexual advances, sexual threats, comments with sexual overtones, sex-related jokes or insults, graphic comments about a person's body, inappropriate enquiries about a person's sex life, whistling of a sexual nature and the sending by electronic means or otherwise of sexually explicit text. Unwelcome non-verbal conduct includes gestures, indecent exposure and the display or sending by electronic or other means sexually explicit pictures or objects.

Special victimisation is any form of victimisation, discrimination or intimidation of a person for failing to submit to sexual advances.

Quid pro quo harassment in the University is when an alleged perpetrator attempts to influence the admission to or appointment of a person in the university by coercing or attempting to coerce a person into sexual activities.

SEXUAL OFFENCES POLICY UCT [http://www.sart.uct.ac.za/sites/default/files/image\\_tool/images/388/Get\\_Information/Policies/UCT%20Sexual%20Offences%20Policy.pdf](http://www.sart.uct.ac.za/sites/default/files/image_tool/images/388/Get_Information/Policies/UCT%20Sexual%20Offences%20Policy.pdf)

**Sexual Assault** <http://www.sart.uct.ac.za/>

UCT's Sexual Assault Response Team (SART) is a collaborative collective designed to empower the university community with the knowledge and skills to effectively respond to and prevent sexual violence on campus and where such violence affects our staff and students off-campus. The team works to ensure that survivors of sexual violence access survivor-centered, compassionate care. 24-Hour Hotline 072 393 7824

### **What to do if you have been raped**

In the case of a sexual assault or rape, the following action is recommended:

- Call or go to Campus Protection Services (CPS) immediately. Tel. 021 650 2222/3. CPS officers are trained in dealing with these types of situation, allow them to assist.
- Call a friend or relative for support.
- Do not wash yourself or change clothes as there might be hair, blood or semen on your body or clothes that can be used as evidence of the rape.
- Go straight to a hospital for treatment. See hospitals below. A doctor will do a forensic examination and you will be provided with medication: post-exposure antiretroviral for HIV prevention, antibiotics to prevent sexually transmitted infections, and the morning after pill to prevent pregnancy.
- The medication needs to be taken within 72 hours of the incident.

Note: You have access to medical care and treatment whether you lay a charge with the police or not. You may, however lay a charge at your local police station at any time, but also as soon as possible.

- Report the rape to the local South African Police Service (SAPS).

Note the name of the police officer in charge of your case and your case number.

- It is advisable to seek counselling. This is available at Student Wellness Centre – see contact information above.

### **Hospitals**

#### Not Private (State)

#### **Victoria Hospital Rape Forensic Unit**

Alphen Hill Rd, Wynberg

Tel: (021) 799 1235

Map to Victoria Hospital <http://www.sart.uct.ac.za/map-victoria-hospital>

<https://www.westerncape.gov.za/service/rape-forensic-unit-victoria-hospital>

**Groote Schuur Hospital**

Main Road, Observatory  
Tel: 021 404-4112/4473

**New Somerset Hospital**

Portswood Road, Green Point  
Tel: 021 402 6911/ 6408

Private**Netcare Christian Barnard Memorial Hospital**

181 Longmarket Street (off Loop Street)  
Tel: 021 4806111

**Mediclinic Cape Town**

21 Hof Street  
Tel: 021 4645500

**Claremont Hospital Emergency Unit**

Medical Centre, Main Rd, Claremont  
Tel: 021 670 4333

**Vincent Pallotti Hospital**

Alexandra Rd, Pinelands  
Tel: 021 506 4000

**Rondebosch Medical Centre (opposite Red Cross Childrens Hospital)**

Emergency Unit  
Tel: 021 685 8706  
For additional information:

**Rape Crisis counselling lines and support**

24 hr Crisis Line Tel: 021 447 9762

Athlone Tel: 021 633 9339

Khayelitsha Tel: 021 361 9085

<http://rapecrisis.org.za/>

<http://rapecrisis.org.za/get-help/>

- **Food Security**

If you have no access to food, inform your lecturer, a mentor or a member of staff that you trust, or a counsellor at Student Wellness <http://www.uct.ac.za/students/health/wellness/counselling/contacts/>

Whilst funding is not available to support students, provision can be made for emergencies, and funding permitting, for desperate situations in the short term.



- **Counselling**

Appointments with counsellors can be made through Student Wellness Services based in Mowbray at the SWS center, or once a week on campus, Student Support Room, Studio 2C, Ritchie Building.

Student Wellness Services for counseling and advice:

The Student Wellness Service

28 Rhodes Ave

Mowbray 7700

Tel: 021 650 1017 / 1020

Email: [counselling@uct.ac.za](mailto:counselling@uct.ac.za) (for appointments only)

A counsellor is available on Hiddingh campus on Fridays and appointments can be made via the above number.

Please specify that you wish to see a counsellor at Hiddingh. Appointments can be made on other days at the SWS offices in Mowbray, on the same phone number.

<http://www.uct.ac.za/students/health/wellness/counselling/contacts/>

- **Disability Service**

The Disability Service offers support for physical, mental, intellectual or sensory impairments which may impact a student's participation and achievement in the university programs. The service can provide assessment and documentation for teaching staff to ensure that students with disabilities can secure particular consideration in order to participate in the course requirements fairly.

The Disability Service is located Steve Biko Students Union building, one floor above the Food Court, in the building next to the main Upper Campus Library, and one floor down from SHAWCO and the Student Societies offices. Access to the 4th floor is via the lift or stairs.

Students requiring support for disabilities should complete a registration form as soon as possible after registering to request support or special assistance known as 'Reasonable Accommodations'. Applicants should bring any supporting documentation they have when registering with the service.

Disability Service Reception

Room 4.03, Level 4

Steve Biko Students Union Building, Upper Campus

Tel: 021 650 2427

<http://www.uct.ac.za/services/disability>

- **Reporting problems with staff**

Please note that this is under discussion and information may be updated in the near future.

If you feel that a staff member has engaged with you inappropriately, the following procedure is currently prescribed by the university - report the incident to the Programme Convener, if you are not satisfied, then to the Head of Department (HOD), then the Deputy Dean of Students, and Finally to the Dean of Humanities.

In the Faculty of Humanities: <http://www.humanities.uct.ac.za/hum/contact/staff>

The Deputy Dean of Students is Associate Professor Lance van Sittert

The Dean of Humanities is Prof Sakhela Buhlungu





You also have the option of contacting DISCHO: <http://www.uct.ac.za/services/disco/>

And the Ombud: <https://www.uct.ac.za/about/ombud/>

You can also contact your lecturer, a trusted member of staff, mentor or counsellor from Student Wellness.

- **Funding**

UCT funding possibilities

Undergraduate:

<https://www.uct.ac.za/apply/funding/undergraduate/financial/>

Links include: Financial Aid, external funding, scholarships, bursaries/

Postgraduate:

<https://www.uct.ac.za/apply/funding/postgraduate/applications/>Links include: Applications & requirements, bursaries & scholarships.

Student Financial Aid office:

Tel: 021 650 3545

Email: [FinancialAid@uct.ac.za](mailto:FinancialAid@uct.ac.za)

Student Financial Aid Office

Level 3, Kramer Law Building

Cross Campus Road

Middle Campus

Rondebosch

Private Bag X3

Rondebosch

7701

- **Career Guidance**

Careers Service offers advice, career information and opportunities before applying to UCT and to all students during their degrees.

Students can:

- visit their offices in the Hoerikwaggo Building (Level 1) on Upper Campus, Mon-Fri: 8:30 - 16:30;

- ask a question or book an appointment by logging in to 'MyCareer' on the website;

- phone Mon-Fri: 8:30 - 16:30 on 021 650 2497. <http://www.careers.uct.ac.za/>

For career-related queries, email [careers.service@uct.ac.za](mailto:careers.service@uct.ac.za).