



Recognising Co-Curricular Achievements

Type of Document:	Regulation
Purpose:	The purpose of this regulation is to establish principles and provisions for formally recognising student achievements in the co-curriculum
Approved by:	Rector's Management Team (RMT)
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Date of Previous Revision(s):	<p><i>Fourth version:</i> 14 July 2015, Prof I Cloete, Senior Director: Institutional Research and Planning</p> <p>The regulation was preceded by three draft versions prepared by the Students' Representative Council, but not submitted to the RMT for approval:</p> <p><i>Third version:</i> 3 March 2014, Ms Chrisna Robbertse, Chairperson: Academic Affairs Council and Students' Representative Council 2013/2014</p> <p><i>Second version:</i> 7 March 2013, Zandri le Grange, Chairperson: Academic Affairs Council 2011/2012 and Students' Representative Council 2012/2013</p> <p><i>First version:</i> Neil de Kock, SRC Policy Unit, Students' Representative Council 2011/2012</p>
Policy Owner¹:	Vice-Rector (Learning and Teaching)
Policy Curator²:	Director: Centre for Student Structures and Communities
Keywords:	Co-curriculum; Achievement; Graduate
Validity:	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

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¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

REGULATION FOR RECOGNISING CO-CURRICULAR ACHIEVEMENTS

1. Introduction

The introduction of the co-curriculum¹ at Stellenbosch University (SU) has the potential to contribute significantly to developing graduate attributes, as described in the *Strategy for Learning and Teaching (2015–2018)*. The “inclusive and diverse experiences [that we create] for our students and staff members to unleash their full potential” are described in the *Institutional Intent and Strategy (2013–2018)* as SU’s ‘distinguishing characteristic.’ That is how “we ... educate thought leaders of the future.”

The value of the co-curriculum and the value of learning that takes place outside the context of the lecturing hall motivated the Students’ Representative Council’s Policy Unit of 2011 to conduct an investigation and to draft a proposal for the “formal recognition of achievement in co-curricular activities.” This regulation is a revision of the draft proposal and is aimed at (i) shifting the responsibility for capturing data from the Students’ Representative Council to the relevant support services environments of the University; (ii) updating and extending the criteria for recognising co-curricular achievements in the various categories; and (iii) formulating the regulation in such a way that recognition may be extended in a flexible way without requiring an overall revision of the regulation when new needs arise, yet acknowledging that any recognition provided still needs to comply with the quality and achievement requirements provided below.

2. Purpose of the regulation

The purpose of this regulation is to establish principles and provisions for the formal recognition of student achievements in the co-curriculum through a co-curricular transcript issued together with a degree certificate.

The recognition of achievement in the co-curriculum transcript is a distinctive characteristic of SU and provides a method for recording excellence in line with similar practices internationally (e.g. the ‘diploma supplement’ issued in the European Union).

3. Implementation of the regulation

The regulation applies to all registered students of Stellenbosch University. Achievements are not recognised retrospectively after graduation.

4. List of abbreviations and acronyms

AAC	–	Academic Affairs Council
IIS	–	Institutional Intent and Strategy

¹ ‘Co-curriculum’ refers to learning activities that take place outside the formal classroom context (please see paragraph 5).

FVZS	–	Frederik Van Zyl Slabbert Institute for Student Leadership Development
CI	–	Community Interaction
MASC	–	Military Academy Student Council
MCS	–	Matie Community Service
PC	–	Prim Committee
RMT	–	Rector's Management Team
CSC	–	Centre for Student Structures and Communities
SIS	–	Student Information System
SISS	–	Centre for Student Information System Support
SRC	–	Students' Representative Council
DSA	–	Division for Student Affairs
TSC	–	Tygerberg Student Council
SC	–	Societies Council

5. Goals of the regulation

The transcript originates from the needs of students to gain formal recognition for achievement in co-curricular activities. The goal is to recognise multifaceted learning experience outside the classroom. The transcript provides a summary of all the awards and achievements (as described in the regulation) obtained by a student, and is only a *recognition* of achievement and not a *reward* for achievement. The recognition is linked to a particular year and all achievements are listed on a single transcript under that year.

6. Principles and extent of the regulation

- 6.1 Recognition for learning: The same academic and quality assurance principles that apply to modules successfully completed and indicated on the academic transcript also apply to learning successfully completed in the co-curriculum.
- 6.2 Multifaceted learning experience: This regulation attempts to cover the wide spectrum of co-curricular activities that are recognised and allows students to apply for recognitions in fields not specified in this regulation.
- 6.3 Limit on the extent of recognition: The scope of recognition is limited to students who comply with the qualifying requirements for co-curricular activities.
- 6.4 Encouraging participation and excellence: This regulation anticipates that the recognition of co-curricular learning activities in the transcript will enjoy prestige status, providing high motivation to students to also participate and succeed in sport and cultural activities. Achievements that are recognised should demonstrate added value – this is not merely be a list of activities in which students participated.
- 6.5 Recognition of service rendered, student development and service leadership: Besides excellent achievements in academic, sport and cultural activities, recognition is also given to services rendered and personal development in terms of community interaction, FVZS and other short courses successfully completed, and leadership positions held.
- 6.6 Verification of achievements: The recognised achievement/co-curricular learning must be verifiable and checked by staff of the University.
- 6.7 Offering of co-curricular learning as short courses: Although offering of co-curricular learning as short courses is not currently a prerequisite under this regulation, it is anticipated that further formalisation of co-curricular learning activities as short courses offers a promising approach for validating the acquisition of learning outcomes and recording on the SIS, as short courses are automatically indicated on the transcript.
- 6.8 Capturing of recognition/achievements: The capturing of data in terms of the co-curricular learning/achievements of students on the SIS is performed by SISS staff.
- 6.9 Minimising the administrative workload: The administrative workload for recognising achievement is limited as far as possible to keep costs low (i.e. attempt to recognise achievements on the transcript that have already been loaded on the SIS, e.g. due to other activities such as SRC elections).

7. Provisions of the regulation

7.1 Timeline and responsible divisions and centres

Every year, from 1 to 30 August, the various divisions and centres (the responsible organisational units of the University) gather information about achievements. From 1 to 15 September the information is submitted manually or electronically to SISS for capturing on the SIS. Capturing takes place from 15 to 30 September.

The information is submitted in the format of a list with the names, student numbers and the co-curriculum category for which students qualify. The CSC, MCS, and Maties Sport, the dean of the relevant faculty, or the head of a support services division, manually or electronically confirm achievements.

The Division for Academic Administration is responsible for issuing transcripts. The transcripts are issued together with the degree certificates as part of the academic record at the December and March graduation ceremonies. Although students may request their academic record without the co-curricular transcript, co-curricular transcripts are not issued without a student record. This requirement creates a clear coherence between academic and co-curricular achievements, and ensures that academic achievement does not play a subordinate role with respect to co-curricular achievements. The process flow, responsible entities and target dates are graphically represented in Addendum A.

7.2 Co-curricular categories

The following six co-curricular categories were identified as categories for formal recognition on the transcript:

- A. Community interaction
- B. Culture
- C. Student leadership
- D. Student development
- E. Sport
- F. Special achievements

7.3 Responsibilities

The responsibilities are defined as follows:

- The CSC is responsible for all achievements in categories A, B, C and D.
- Maties Sport is responsible for submitting the names of students who qualify for recognition in co-curricular category E.
- The dean of a faculty or the head of a professional support services division (chief director, senior director or director) confirms achievements in category F, if such achievements are not automatically recognised through verified data gathered from the SIS.

- Achievements in category F are approved by a Co-curricular Recognition Committee, as described in the following paragraphs and monitored overall by the CSC.

7.4 Qualification for categories A to E

The Director: Student Structures and Communities or his/her delegate annually in August calls for the names, student numbers and category of students who received recognition from the MCS, Maties Sport, SRC, AAC, Prim Committee, MASC, TSC, SC, the editor of *Die Matie* student paper, or the Speaker of the Student Parliament, and validates the information for correctness.

Strict criteria were defined in terms of which achievements qualify for recognition and are listed below. A Co-curricular Recognition Committee deals with exceptions. The following paragraphs describe the functioning of the committee.

A. Recognition for achievement in community interaction

The University recognises the importance of community interaction and annually records the following achievement(s) on a student's co-curricular transcript without requiring a request. The CSC validates the information of the MCS and forwards the information to SISS:

- a. The Rector's Award for Excellence in Community Interaction
- b. Participation in at least one hundred (100) hours of community interaction in the course of one (1) year. The MCS keeps a record of the number of hours and reports this to the CSC.

B. Recognition for achievement in culture

The University recognises the importance of culture and annually records the following achievement(s) on a student's co-curricular transcript without requiring a request. The CSC validates the information and forwards the information to SISS:

- a. The Rector's Award for Excellence in Culture (maximum of three members).

C. Recognition for achievement in leadership

The University recognises the importance of leadership and annually records the following achievement(s) on a student's co-curricular transcript without requiring a request. The CSC and the SRC validate the information and forward the information to SISS:

- a. The Rector's Award for Excellence in Leadership (maximum of ten members)

- b. Student leaders, subject to evaluation mechanisms as provided in the various constitutions, in their positions (for at least a full term) as members of the:
- (i) Students' Representative Council
 1. Chairperson of the Students' Representative Council (1 member)
 2. Vice-chairman of the Students' Representative Council (1 member)
 3. Treasurer of the Students' Representative Council (1 member)
 4. Secretary of the Students' Representative Council (1 member)
 5. Member of the Students' Representative Council (11 members)
 6. Manager of the Students' Representative Council (3–10 members);
 - (ii) Academic Affairs Council
 1. Chairperson of the Academic Affairs Council (1 member)
 2. Vice-chairperson of the Academic Affairs Council (1 member)
 3. Secretary of the Academic Affairs Council (1 member)
 4. Member of the Academic Affairs Council (18 members)
 5. Chairperson of a faculty student committee (9 members);
 - (iii) Prim Committee
 1. Chairperson of the Prim Committee (1 member)
 2. Vice-chairperson of the Prim Committee (1 member)
 3. Secretary of the Prim Committee (1 member)
 4. Primarius/Primaria of a residence (33 members)
 5. Primarius/Primaria of a PSO ward (11 members);
 - (iv) Military Academy Student Council
 1. Student captain of the Military Academy Student Council (1 member)
 2. Member of the Military Academy Student Council (14 members);
 - (v) Tygerberg Student Council
 1. Chairperson of the Tygerberg Student Council (1 member)
 2. Vice-chairperson of the Tygerberg Student Council (1 member)
 3. Treasurer of the Tygerberg Student Council (1 member)
 4. Member of the Tygerberg Student Council (9 members);
 - (vi) Societies Council
 1. Chairperson of the Societies Council (1 member)
 2. Registrar of the Societies Council (1 member)
 3. Treasurer of the Societies Council (1 member)
 4. Member of the Societies Council (maximum of 4 members)
 5. Chairperson of a student society (44 members – may vary according to deregistration and re-registration);
 - (vii) Student Parliament

- 1. Speaker of the Student Parliament (1 member);
- (viii) Student Court
 - 1. Chairperson of the Student Court (1 member);
- (ix) *Die Matie* editorial staff
 - 1. The editor of *Die Matie* (1 member);
- (x) MAL² Committee
 - 1. The coordinator (chairperson) of the MAL² Committee (1 member).

D. Recognition for achievement in student development

The University recognises the importance of student development and annually records the following achievement(s) on a student's co-curricular transcript without requiring a request. The CSC and the SRC validate the information and forward the information to SISS:

- a. The Rector's Award for Excellence in Service
- b. The Rector's Award for Succeeding Against the Odds
- c. Short courses successfully completed at the FVZS Institute for Student Leadership Development.

E. Recognition for achievement in sport

The University recognises the importance of sport and annually records the following achievement(s) on a student's co-curricular transcript without requiring a request. Maties Sport validates the information and forwards the information to SISS:

- a. The Rector's Award for Excellence in Sport
- b. National colours in sports participation and leadership representation in various sports disciplines recognised by Stellenbosch University.

7.5 Dealing with exceptions and new applications in categories A to E

A Co-curricular Recognition Committee will deal with an exception or application for recognition in categories A to E with regard to any achievement not yet listed in the regulation.

7.6 Co-curricular Recognition Committee

The Co-curricular Recognition Committee will consist of four people: the Registrar as chairperson of the committee, the Senior Director: Student Affairs, the Director: Student Structures and Communities, and the chairperson of the AAC, who will represent the SRC on the Co-curricular Recognition Committee. The following rules apply:

- a. The committee abides by the principles for recognition, as provided in paragraph 6 hereof.

- b. The committee has the right to co-opt a new member without the right to vote depending on the type of application received or the nature of the exception.
- c. The Centre for Student Structures and Communities ensures that minutes are recorded and that all electronic documents submitted to the committee are marked confidential and are retained.
- d. The Director: CSC liaises with the office of the Registrar to schedule meetings of the committee for the consideration of applications received.
- e. The committee will meet annually before the end of September.
- f. A majority vote decides the vote if consensus cannot be achieved. In the case of a tie of votes, the chairperson has the casting vote.
- g. The decision of the committee is final and no application will be reconsidered.
- h. If considered necessary, the committee has the right to refer a decision to the RMT for final approval.
- i. The committee also deals with all conflicts and cases of non-compliance.
- j. In other instances, the committee itself decides on a suitable approach.

7.7 Category F: Dealing with special achievement

The University recognises the importance of student achievements and student development in various areas. If a student believes that a co-curricular achievement is not covered by the criteria provided under paragraph 7 above, the student may apply for special recognition. Examples include: The SU Choir obtained an overall first place in an international choral competition, a student competed in bowling at the Olympic Games or a student obtained national colours in wave ski, which is not necessarily a sports discipline that is practised at SU.

The CSC, with prior notice to the chairperson of the AAC, must submit a notice for the invitation of applications annually before 1 August to the CSC, all deans, the MCS, SRC, AAC, PC, MASC, TSC, SC and Maties Sport. This notice must also be forwarded to all campus media, i.e. *Die Matie*, MFM and the student portal. All notices dealing with applications should make it clear that they call for recognition for co-curricular achievements and not for academic achievements.

7.7.1 Process to apply for recognition of special achievements

- a. The application must be submitted to the CSC annually before 15 September for consideration by the committee, as stipulated in paragraph 7.6 above. The CSC provides the information to the SISS after recognition for capturing purposes.
- b. The application must include the following:
 - (i) The full name of the student
 - (ii) The student number of the student concerned
 - (iii) The signature of the student confirming the correctness of the information provided
 - (iv) A description of the achievement in no more than 200 words
 - (v) A typed motivation of no more than 300 words

- (vi) Two testimonials from people involved in awarding/organising the event, which confirm the achievement.
- c. If an application is received from a group of students for a joint achievement, the application must provide the following information:
 - (i) The full names of the students
 - (ii) The student numbers of the students concerned
 - (iii) The signatures of the students confirming the correctness of the information provided
 - (iv) One description of the achievement in no more than 200 words
 - (v) One typed motivation of no more than 300 words
 - (vi) Two testimonials from people involved in awarding/organising the event, which confirm the achievement.

8. Conflict settlement

All conflicts must be referred to the Co-curricular Recognition Committee.

9. Policy control

a. Owner

The Vice-Rector (Teaching and Learning) is the owner of the regulation. The Vice-Rector delegates the overall responsibility for executing the regulation to the Director: Centre for Student Structures and Communities.

b. Date of implementation

The previous versions of the regulation were partially implemented with effect from September 2013. Recognition of achievements was based only on 2013 and the subsequent period, with no retrospective recognition for students who graduated prior to 2013. The same principle applies for any additions/alterations to the list of recognised achievements introduced at a later date. No achievement prior to the revision date is recognised with retrospective effect.

The implementation date of this regulation is 1 August 2015.

c. Revision

The policy is revised every five years or earlier if required.

d. Action in case of non-compliance

Every case of non-compliance must be referred to the Co-curricular Recognition Committee. The committee has the right to declare an award invalid and to adjust the student records accordingly.

10. Addendum A

