



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

**PROMOTION OF ACCESS TO INFORMATION ACT  
USER MANUAL  
UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG**

This Manual is published in terms of Section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“the Act”). The Act gives effect to the provisions of Section 32 of the Constitution, and provides for the right of access to information held by another person or entity, where such information is required by someone to exercise or protect his/her rights.

**OVERVIEW**

The University of the Witwatersrand, Johannesburg (hereinafter, “Wits University” or “the University”) is a higher education institution whose main objectives are the provision of higher education and academic research and whose main offices are situated on No. 1 Jan Smuts Avenue, Braamfontein, Johannesburg, South Africa.

This manual serves to inform members of the public of the categories of information held by the University, and which may, subject to the grounds of refusal listed in the Act, be disclosed after evaluation of an access application being made in terms of the Act.

**AVAILABILITY OF THIS MANUAL**

A copy of this Manual is available -

- on request from the Registrar’s Office: 10<sup>th</sup> Floor Senate House, Jorissen Street, Braamfontein, Johannesburg, South Africa.
- on our website: [www.wits.ac.za](http://www.wits.ac.za)
- from the South African Human Rights Commission (“SAHRC”) – see details below

This Manual will be updated from time to time, as and when required.

## HOW TO REQUEST ACCESS TO RECORDS HELD BY WITS UNIVERSITY

Requests for access to records held by the University must be made on Request Form A, available from the University's website ([www.wits.ac.za](http://www.wits.ac.za)) or from the Central Records Office, 4<sup>th</sup> Floor, Senate House, or can be downloaded from the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)).

When a record is requested, the following will apply:

- Request Form A must be completed.
- On the Request Form all details must be completed, including the right the requester wants to protect by requesting the information.
- If the Requester is acting on behalf of someone else (e.g. an attorney acting on behalf of a client), the signature of the other person (i.e. the client) must appear on the form and the University shall have the right to verify that the person on whose behalf the request is being made did indeed authorise such request.
- The Requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc) s/he wants to access the information.
- If the record is part of another record, the Requester will only be granted access to that part of the record that pertains to the information s/he wants or is entitled to, and not the rest of the record.
- Fees may be payable. These fees are prescribed by law, and can change from time to time. The fee list is available on Annexure C at the end of this document.

All requests will be evaluated against the provisions of the Act. The Act allows the Information Officer to refuse access on grounds stipulated in the Act.

The University is obliged under the Act to respond to a request for access to information held by it within 30 days of receipt of the request. The Act provides for other processes that can be followed by a Requester should his/her request under the Act be denied.

## HOW THE ACT WORKS AND INFORMATION PUBLISHED BY THE SAHRC

The SAHRC has published a guide containing information that may reasonably required by any person who wishes to exercise any right under the Act. This guide is available on the SAHRC website or at the following address:

Physical Address: Braampark Forum 3,  
33 Hoofd Street,  
Braamfontein  
JOHANNESBURG

Tel 011 877 3750  
Fax 011 403 0668

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

There are also provincial SAHRC offices in all nine provinces.

## VOLUNTARY DISCLOSURE

The following information is available to the public and does not require an application for access under the Act:

- Any information contained in any publicly accessible websites operated by the University;
- Any information published by the University in any books, magazines, brochures or other material form that has been made available to the public by the University;

The information referred to above may include, without limitation, the following:

- the mission and objectives of the University and all its various arms;
- the statutes, rules, regulations and policies of the University;
- the organogram/structure of the University, including names and offices of office-bearers;
- programs and courses offered by the University;
- admission requirements, application forms, fees, and any other information necessary to facilitate public engagement with the University in the promotion of its objectives;
- some research and academic initiatives that the University is involved in;

The following personal information is available without recourse to the Act only if requested by the person that the information pertains to directly (i.e., the Requester is requesting access to his/her own personal information):

- academic records;
- records of merit awards or mentions;
- records of extra-curricular activities;
- records of disciplinary hearings and/or verdicts;
- graded papers submitted by the Requester in the course of his/her academic pursuits at the University;
- financial statements relating to the Requester's financial obligations to or rights against the University;

## RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws. As legislation changes from time to time, and new laws may stipulate new procedures and scopes of access, this list should be not be read as a final and complete list without recourse to amendments, if any, of the relevant legislation.

Business legislation (including all regulations issued in terms of such legislation): The Companies Act 71 of 2008; Income Tax Act 58 of 1962; Value Added Tax Act 89 of 1991; Labour Relations Act 66 of 1995; Basic Conditions of Employment Act 75 of 1997; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Unemployment Insurance Act 63 of 2001; Electronic Communications and Transactions Act 25 of 2002; Telecommunications Act 103 of 1996; Electronic Communications Act 36 of 2005; Consumer Protection Act 68 of 2008; Broad-based Black Economic Empowerment Act 53 of 2003; National Credit Act 34 of 2005;

Health legislation (including all regulations issued in terms of such legislation): The National Health Act 61 of 2003; Medical Schemes Act 121 of 1998; Medicines and Related Substances Act 101 of 1965; Children's Act 38 of 2005; Mental Healthcare Act 17 of 2002; Choice on Termination of Pregnancy Act 92 of 1996; Sterilisation Act 44 of 1998; etc.

<b>RECORDS HELD BY WITS UNIVERSITY</b>
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Below is a list of the categories of records held by the University:

**PLEASE NOTE:** The fact that a record type is listed here does not necessarily mean that the records therein will be disclosed. All access is subject to the evaluation processes outlined herein, which will be exercised in accordance with the requirements of the Act.

**Records relating to the administration of the University:**

Governance structures, personal data of governance office-bearers, internal rules, regulations and policies, minutes of meetings, financial records, contracts, partnerships, scholarships, bursaries, grants and donations, tenders and service providers, employment equity data, BBBEE status, PAIA data, statutory and other licences, marketing records

**Records relating to academic and research activities of staff and students:**

Strategy statements, curricular, research, course and programme accreditations and changes, Ethics Committee applications and decisions, teaching materials, research topics, research data, publications, student funding, research funding, exchange programs, research collaborations, transformation initiatives and data, census data

**Records relating to academic and research activities generally:**

Strategy statements, contracts, partnerships

**Records relating to students:**

Student personal data including, but not limited to academic records, academia related submissions, disciplinary records, merit records, scholarship and bursary records, and community service records

**Records relating to staff:**

Staff personal data including, but not limited to CVs, service history, job descriptions, performance reviews, merit awards and mentions, disciplinary hearings and verdicts, salary grades and progressions,

**Records relating to the University's commercial activities:**

University-owned commercial companies, University consultancies, University staff private consultancies, intellectual property commercialisation,

**Records relating to the University's intellectual property:**

Registered IP, commercialisation, publications,

**Records relating to the University's public benefit programs:**

Talent detection initiatives, clinics, rural development, government collaborations, international collaborations,

**Technical records**

ICT infrastructure, physical infrastructure, construction blueprints,

**Records relating to real property leased or owned by the University wholly or partly:**

Property deeds, leases, uses, third party rights

**Third party information other than the above:**

- Funders,
- Donors,
- Collaborators,
- Clients.

