

STUDENT DISCIPLINE SERVICES PROCTOR

- Administrative responsibility to handle and process all disciplinary reports which are provided by Risk Management Services (RMS).
- Process Student Disciplinary Matters in applicable Disciplinary Tribunals (RMS investigation, service of process and charges)
- Consult with relevant stakeholders on application of Student Discipline and Rules (Student Discipline Consultative Forum)
- Propose and finalise Student Disciplinary Rules and procedure in Student Discipline Rules Committee
- Apply Alternative Dispute Resolution in student discipline matters where it is appropriate
- Provide legal advice on student discipline related matters to Departments within the University
- Attend to Personnel (HR) requirements associated with abovementioned appointments and remuneration
- Advising Chair of Council on Appeals to Council Appeals Committee
- Student Disciplinary Records of the following :
 - a. Admissions of Guilt signed by students in their academic departments in line with Rule 15.1;*
 - b. those signed in the Proctors office in line with Rule 15.6 of the student Discipline Rules;*
 - c. all other matters (Student Discipline Court);*
 - d. and Residence Tribunal matters.*
- Educate on legislative/law amendment application and effect to enable compliance
- Investigations for Student Discipline.

All Student Discipline Related matters are to be reported to Risk Management Services except academic related matters which have to be reported directly to the Student Discipline Services in accordance with Rule 11 of the Student Discipline Rules.

LEGAL ADMINISTRATORS

Administrators are responsible for all Legal Services administrative duties and provide admin support to:

OR

The Administrators are responsible for all Legal Services administrative duties, inclusive of logistical support to:

Director-Legal Services;
Legal Advisors;
Litigation Consultant;
Contract management and Copyright.

COPYRIGHT

- The Copyrights Office operates a copyright clearance centre on behalf of the University, to obtain copyright clearance for teaching and learning materials used by university students and staff.
- It is important that University Staff familiarise themselves with the law relating to copyright, the licensing authority (DALRO) and the procedures to follow to make application for transactional licenses.

UKZN BLANKET LICENSE

The University has now opted to use the Blanket License for copyright protection and has thereby signed a three year contract (commencing 2012) with DALRO who are mandated by majority of the publishers both nationally and internationally to collect royalty payments on their behalf.

COPYRIGHT OFFICER:

1. Attend to all copyright **queries**
2. **Process** Applications / Declarations received from Colleges
3. **Lodge** Applications / Declarations with Publishers / DALRO

CONTACT US:

LEGAL SERVICES

VC's House
Westville Campus
Phone:+27 31 260 1257

Email: legalservices@ukzn.ac.za

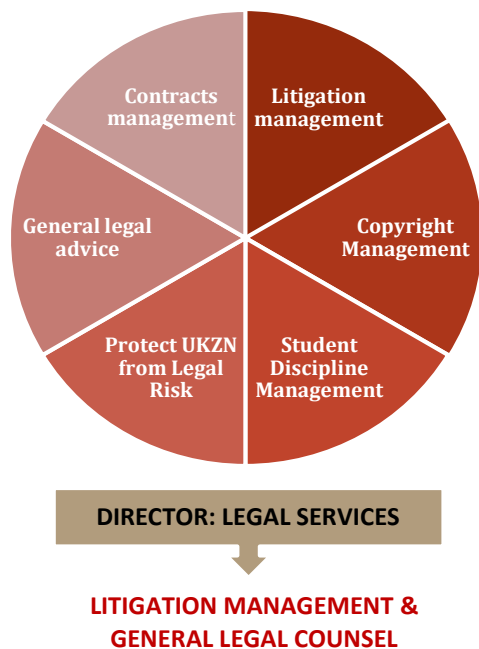
Web: <http://legalservices.ukzn.ac.za/>



LEGAL SERVICES

University of KwaZulu Natal

What do we do?



One of Legal Service's responsibilities is to effectively manage University litigation and to report on risk associated therewith. This is done under the guidance and oversight of the Audit and Risk Committee (ARC). In addition, regular reports are submitted to Council.

HR/EMPLOYMENT LITIGATION CONSULTANT

- Representing the University in employment litigation matters at various courts and CCMA
- Providing legal opinion on employment matters to the University Council, Executive and management.
- Educate UKZN on employment law developments
- Liaise with University Insurers to lodge and manage the employment practice liability claims.
- Provide reports to Council and ARC on employment litigation matters and maintain statistical information and file records for employment litigation matters
- Liaising with other Legal Representatives to provide instructions to the University's attorneys and to deal with opposing legal representation.

LEGAL ADVISORS

- 1. Legal Drafting / Vetting**
 - a) General legal documents/contracts, legal correspondence, legal policy rules and legislation relevant to University obligations and operations.
 - b) Letters of Demand / Termination Letters
 - c) Attending to Attorneys correspondence
 - d) Drafting correspondence on behalf of University Council and Management to external parties on legal issues

Examples of contracts that are reviewed /drafted by the Legal Advisors are as follows:

 - Service Level Agreements
 - Supplier Service Agreements
 - Lease Agreements
 - Memorandums of Agreement
 - Memorandums of Understanding
 - Consultancy Agreements
 - Grant/Funding Agreements
 - Research Agreements
 - Collaboration Agreements
 - Addendums to existing Contracts

2. Legal Advice and Legal Opinion

- a) To Council (including its sub-committees) and EMC on all aspects of law, policy, rules and regulations
- b) General legal queries from Colleges / Professional Divisions

3. Legal Compliance and Risk

- a) Advise appropriate university personnel on legislative/law amendment application and effect on university to ensure compliance
- b) Report to appropriate university body/personnel in the event or possibility of financial, reputational or other risk evident in matters
- c) Refer to investigation when is evidence of improper transaction or personnel conduct in matters under attendance
- d) Provide legal advice to the University's Compliance Manager/Officer as required
- e) Report matters to Internal Audit and Internal Forensic Audit for investigation
- f) Financial, reputational or other risk evident in matters
- g) Refer to investigation when is evidence of improper transaction or personnel conduct in matters under attendance
- h) Provide legal advice to the University's Compliance Manager/Officer as required

CONTRACTS MANAGEMENT

- Legal Services has the responsibility to ensure that all contracts that are entered into by the University, are assessed by Legal Advisors for legal and University policy compliance, properly executed by the University Signatory delegated to enter into such contract by the University Council, and thereafter, properly stored for safekeeping purposes.
- To ensure that this responsibility is met and effectively managed, all requests concerning proposed contracts are required to be routed to Legal Services in the first instance through the contracts management system supported by **IMAGENOW**.
- This system is initiated by the completion of an **online electronic submission form**, attaching the necessary supporting documentation.
- There are various laws, University policy and procedural requirements applicable to the proposal and execution of University contracts.
- To assist Staff who have the responsibility of being a contract initiator or owner, Legal Services has developed a guide on contracts procedures and requirements, with advice and assistance on these. Please visit <http://legalservices.ukzn.ac.za/>

How do I upload a contract via ImageNow?



