



Cape
Peninsula
University
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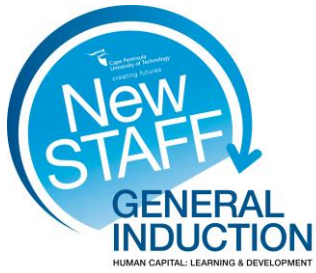
New
STAFF

GENERAL
INDUCTION

HUMAN CAPITAL: LEARNING & DEVELOPMENT

FORMAL STUDIES POLICY
GUIDELINES

one
SMART
CPUT



New Staff General Virtual Induction

This presentation provides a summary of the Formal Studies Policy of the University. This policy was approved in 2019 and is up for review in 2022.

The policy covers the following:

1. Staff (dependents and spouse) Rebates at CPUT
2. Staff Reciprocal Agreement with UWC (staff, dependants and spouse)
3. External Studies tuition Fees for Staff Only



Policy Intent

The Formal studies Policy is aimed at assisting staff and dependents with improving Formal qualifications, with the intention to study upwards/vertically

2. Applications for rebates must be for Qualifications recognized and registered with the Department of Higher Education and Training in South Africa-Public Universities only.
3. For External Studies tuition fees this is only applicable to staff members who wish to pursue studies at Public universities within South Africa.
4. Staff must follow the required process and criteria to apply for the rebates
5. Staff External studies tuition Fees is dependent on the University financial situation on an annual basis.
6. Applications for rebates considered will be in line with the minimum duration of the required qualifications set out by the University Rules

Rebates duration

Example of point 6.

1. An applicant who qualifies for rebate to complete a Masters Degree will only receive a rebate for two years as determined by the academic rules of the institution.
2. The Applicant must apply annually for the rebate, no automatic rebate is approved for the full two years.
3. If the applicant do not successfully complete the Degree within the required time, the rebate will not be approved again.
4. If the applicant have to register again to complete the Masters within the 3rd year, the applicant is responsible for their own cost.
5. Applicants must apply in time as per the University closing dates for rebates



Important points

1. The University rebates process and the applicant's application to study and register at a particular University is two different processes.
2. The University Rebates process and due dates is advertised annually via Newsflash, communicated to the Staff Skills Development Committee (SDC) and line managers.
3. The rebates applications closing dates are important to ensure adequate planning and processing.
4. Rebates to staff are advertised towards the end of a year to apply for the new year. (example Notice advertised in Nov. 2021 with a closing date either in Nov/ or Dec. for the 2022 financial year)
5. Staff who intends to apply for the rebates **MUST** follow the process, adhere to the closing date, and **NOT** wait until their acceptance for a specific degree at the particular University



Rebates to study at CPUT for staff, dependent and spouse

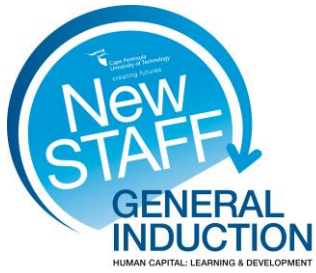
Staff who wish to apply for a rebate to study at CPUT:

1. Staff complete a rebate form available from Student Debtors or HC
2. Staff member ensures that the completed form is submitted to the HC depart for verification.
3. HC will Verify the Form and return to the staff member.
4. The Staff member submit verified form directly to student debtors, to either D6- or Bellville



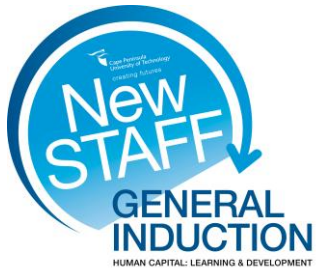
Staff who wish to apply for a rebate to study at UWC

1. Staff member completes the application form (external studies application form) as advertised via Newsflash
 2. The staff member must ensure they consult with the line manager their plan to pursue the studies
 3. The completed form with supporting documents must be submitted to HC: Learning & Development by the due date
 4. On receipt of all application forms with supporting documents L&D prepares the schedule for vetting by the staff skills development committee (SDC)
 5. The SDC scrutinize all applications and provides feedback to L&D
 6. L&D will inform the applicant of the outcome
 7. If the application is approved L&D will send the rebate form to the successful applicant.
 8. The staff member must return completed rebate form to L&D for sign off
 9. The signed off rebate forms will be submitted by L&D to UWC HR department, and the staff member will be included in the communication.
 10. UWC HR department submit the approved rebate forms to UWC Finance department
- NB. NO Applications will be considered without all the required documents)



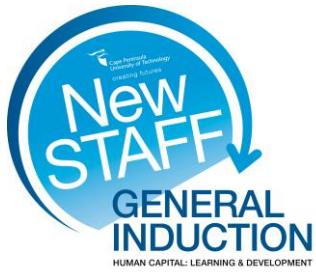
Staff dependent, spouse who wish to apply for a rebate to study at UWC

1. A Spouse or dependent of a CPUT staff member who wish to apply for UWC rebate must obtain the rebate form from the CPUT HC office, either the D6 HC office or the Bellville HC office, the form will be available on–line.
2. The rebate form must be completed and returned to HC for verification within the specified time period communicated
3. If the form is verified by CPUT HC, the HC Admin. will submit the rebate form to the UWC HR department (Gail Williams and Anslin Geysman-Finance)
4. The staff member is copied in on the communication of the submission of the verified form.



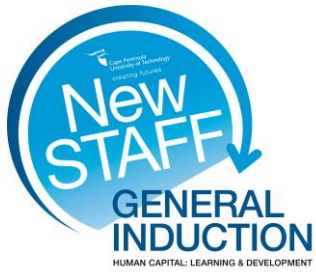
Important points

1. The policy only covers tuition Fees, NO Accommodation or other costs
2. Staff dependents are only subsidized up to the age of 21, however if the dependent is still studying sufficient evidence must be provided to be eligible up to the age of 25 for FULL TIME Studies.
3. Staff who intend to pursue studies must consult with the line manager as this will impact on leave etc.
4. The rebate scale for External studies tuition fees is as follows: NB Any studies exceeding R40 000, the capping rule of R40 000 will apply. The amount in excess of R40 000 will be the responsibility of the staff member. (subject to change)
 1. Undergraduate Degree 70%
 2. Post graduate Degree- Masters 80%
 3. Doctorate 100%



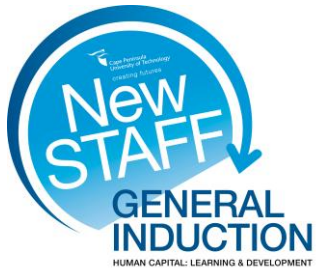
The Role of the Staff Skills Development Committee (SDC): Formal Studies

- All staff applications for external studies and studies at UWC are vetted by the SDC.
- The office of L&D prepares all the applications with supporting documentation for the SDC.
- Any application that do not have the complete set of required documents will not be equally assessed, therefore it is critical that all documents accompany the application for the rebate.
- Rebates are only considered for a degree higher than the current degree
- Applicants are only allowed one source of tuition fees funding, e.g. a rebate from the University and a subsidy for tuition from another source is NOT allowed. Unless the funds from another source is for research, equipment, travel etc. other than tuition



Roles and Responsibilities

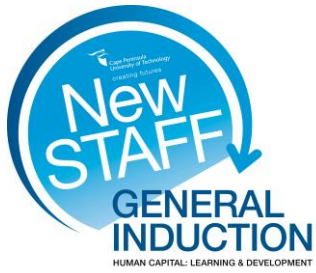
- It is the responsibility of the staff member to ensure that all protocol are adhered to and followed.
- Example: please discuss your intention to study with your line manager
- Please note that no tuition fees for external studies will be paid unless all invoices and supporting documents are submitted to L&D.
- All payments are prepared and submitted to Finance for payment of external studies
- All CPUT rebates are managed by Finance Student Debtors



Human Capital: Learning and Development Department

What we offer: (consult the **Staff Development Academy (SDA)**)
Please ensure you: **Log on with your Microsoft**
details: <https://cputhclearninganddevelopmentstaffbookingsystem.co.>





Who are we in L&D? Please contact us for further information.

- (Bellville campus)

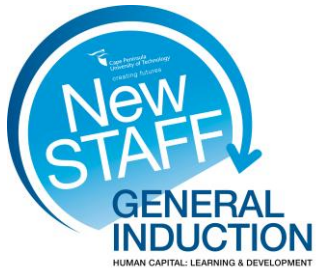
- Learning and Development manager:
 - Shahieda Bebe Hendricks: 082 759 2197



- Learning Coordinator
 - Nadine Waterwitch

- Skills facilitator
 - Colin Bezuidenhout





THANK YOU

- Best Wishes and a Successful and meaningful journey at CPUT.