



# CTDPS

Centre for Theatre, Dance  
& Performance Studies



# Student Handbook 2023





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Dear Students

Welcome to the Centre for Theatre, Dance & Performance Studies (CTDPS) at UCT. We hope that the year will be inspiring and enjoyable, filled with much creativity, play, and academic rigour. We live in an exciting city in a dynamic country. There are many complex and fascinating stories to be told and matters to be reflected on through the mediums of theatre, dance and performance.

In 2020 the Covid Pandemic woke us up to changes that asked it of us to adapt and re-imagine our lives and place in the world. The need for responsiveness, compassion and relationality is evident. We are being called, more than ever, to build reciprocity and respect between all living beings. These qualities inform the essence of what we do in theatre, dance and performance.

The handbook covers essential information about how we work. Suppose individuals do not honour the regulations and procedures or do not conduct themselves according to the code outlined in the ensuing pages. In that case, we will all struggle to attain our creative and academic goals. Please read the handbook carefully and read it regularly.

The CTDPS is an institution with an excellent reputation for the quality of students we graduate and the high standard of research, both creative and written, produced by staff and students. It is also an institution trying to find its new self in the necessary tectonic work of decolonisation. It is strenuous work, it is tender work, it is intergenerational work. With this awareness, I invite students and staff to co-create who we want to be and how we want to serve our communities.

The team at the CTDPS are committed to the philosophy of honest and considerate engagement towards creating an ecosystem of care, trust and respect for all. We are committed to dealing with matters that we, as a Centre, can achieve and influence. Please do not hesitate to consult with staff concerning personal or academic problems you may be facing. We are all here to support you. Please understand that it is necessary to request a meeting time as we carry heavy workloads and are not always instantly available. We will do our utmost to attend to your challenges as quickly as possible.

I would like to thank the Academic, Administrative and Technical Staff. Our disciplines are fundamentally collaborative and call for many staff and student contact hours, way above Faculty standards. I celebrate and am grateful for my colleagues, who are always present and ready to go the extra mile. These are strange and unknown times. We all yearn for a community of care and the intimacy of our craft. I know there is solidarity and commitment to sustain our energy and desire for what we do as a Centre.

Best wishes for a generative year filled with care.

Associate Professor Sara Matchett

Director

## **CONTACT INFORMATION**

### **Theatre Section Office, Room 2.06**

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

Tel: 021 650 7121

Office hours: Monday - Friday 08h00-16h00.

### **Dance Section Office, Admin Building**

Lover's Walk, Lower Campus, Rondebosch. 7700

Tel: 021 650 2399

Office hours: Monday - Friday 08h00-16h00.

**CTDPS Contact Email:** [ctdps@uct.ac.za](mailto:ctdps@uct.ac.za)

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

## **ACADEMIC STAFF**

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#### **PRODUCTION STAFF**

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## DEPARTMENT NOTICES & MESSAGES

### Correspondence From The CTDPS To Students

The primary method that the office will use to contact students is email i.e. the student UCT email account and VULA/AMATHUBA. 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 UCT 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 and the Music library on Middle Lower 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/AMATHUBA notices must be read. It is also the student's responsibility to ensure that the office has your updated mobile number.

### VULA/AMATHUBA Notice Board Information

All essential information regarding coursework; changes in venues, due dates, groups, assignments etc., DP warnings and refusal, departmental policy and results are posted on the Centre's VULA/AMATHUBA sites. It is the student's responsibility to **ensure** that they check VULA regularly.

### Contacting Staff

Staff may be contacted via email. See details on pages 3-6 for contact information.

### CTDPS Teaching Equipment

CTDPS teaching equipment (video cameras/projectors/speakers) may be borrowed on a short-loan basis by T&P students from the CTDPS Admin Offices. All equipment **must** be signed in and out. If equipment is required after 16h00, it may 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.

## TRANSPORT

### Provision of Student Transport to and from Campuses

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.

Visit: <https://www.uct.ac.za/students/services/jammieshuttle/>

A **five-minute allowance** for traffic delays may be anticipated.

Notice of a shuttle not arriving according to schedule must be promptly emailed to the CTDPs (ctdps@uct.ac.za) so that 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 TDP3010F at Hiddingh. Monday 3 March 08, Class begins at 12h15. I waited from 11h47 to 12h25 at South Stop 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 authorized staff members may contact the shuttle offices to arrange special trips or changes. All students and staff wanting a schedule adjustment must liaise with the Theatre Administrator.

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.

Visit: <https://www.uct.ac.za/students/services/jammieshuttle/>

## **LIBRARY FACILITIES**

### **Hiddingh Campus**

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

### **Hiddingh Hall Library hours:**

Visit: <http://www.lib.uct.ac.za/lib/libraries/hhl>

### Lower Campus

The W.H. Bell Music Library on Lower Campus houses the main dance journals, books and video/DVD collections.

### Music Library hours:

Visit: <http://www.lib.uct.ac.za/lib/libraries/music>

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 or from anywhere off campus using EZ-Proxy.

### Upper Campus

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

*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.*

### FINANCIAL ASSISTANCE

The CTDPS 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 Director of the Centre 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 CTDPS 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 Director of the Centre.

## **DISCIPLINE, RULES AND PROCEDURES**

### **CTDPS Code of Conduct**

All Theatre and Performance students and students taking Theatre and Dance Studies 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 Centre, which includes the Production 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 Centre 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.

### **Practical classes and Performances**

You are required to be in the class 5-15 minutes prior to the starting time of each class. To minimize risk of injury in dance classes, students are required to be in the class at least 10-15 minutes prior to the class, whenever possible, to warm-up the body for the practical work. You may be refused entry to a class at the discretion of the Class Teacher should you arrive after class has started. You are required to be present a minimum of 35 minutes prior to all rehearsals and stage / site specific performances. Any failure to comply with the aforementioned will lead to a DP Refusal.

### **All staff and students in the CTDPS agree to foster:**

- 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
- recognizing when to be assertive and when to allow others to take the lead
- discretion
- self-management
- self-discipline and a sense of responsibility
- acceptance and tolerance of yourself and others
- an ability to trust the teaching and learning creative process
- an awareness of safe dance/theatre practice
- an ability to commit to and meet deadlines

### **Smoking Policy**

In line with the UCT smoking policy, smoking is not permitted in any UCT buildings or within 10 metres of any entrance/exit to buildings, air-conditioning intake or openable windows. This includes passages and foyers. There is no smoking permitted in costume - even if outside.

Smoking is also prohibited in any outdoor area during an organized gathering for the purpose of musical, dance, theatre, drama, entertainment, education, sport, performance or fair, parade, market or event.

## **PERFORMANCE & THEATRE PRODUCTIONS**

Students taking Dance and Theatre 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 presentation of your student card.

### **CTDPS Productions**

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

### **Participation in Centre productions**

#### **T&P students**

Any part, backstage or technical front of house duties assigned to students is mandatory and comprises part of the coursework.

A student registered for the programme in Theatre & Performance (degree/diploma) shall perform any part in a production or production project, and/or any backstage work assigned to them. No candidate is guaranteed, nor may they demand or refuse a part assigned to them.

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 Section or their representatives. Absence from rehearsals or performances even for medical reasons, is not permitted without written permission of the Head of Section or the production director.

The Dance and Theatre professions demands discipline. All students must accept the discipline and procedures expected in the professional theatre/dance industries.

### **Students taking BA Theatre and Dance Studies courses in other Humanities BA, BSoc Sci. or named degree programmes**

There might from time to time be opportunities for BA Theatre and Dance Studies students to participate in departmental productions and projects. Participation in production for BA Theatre and Dance Studies students is usually not a course requirement and is therefore voluntary.

However, once you have committed yourself to involvement with any Centre production, whether acting or with backstage work, the standard rules of attendance and professional behavior at all rehearsals and meetings to which you are called, become a Duly Performance (DP) requirement.

### **Performance weeks/Showcase**

During performance weeks, class work is presented to the staff and students. Staff will assess the work. Check VULA/AMATHUBA for times and venues. All T&P students are required to attend ALL showcase week/performance week/practical exam presentations as indicated on their timetable for the week. Failure to attend may contribute to a DP refusal. See your coordinator 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.

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

Attendance is compulsory for all performers / backstage crew taking part in scheduled rehearsals and public performances, practical presentations in CTDPS courses, performance week presentations and any other performance projects. Failure to be present constitutes failure of that coursework component and may contribute to a DP Refusal.

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 they may enter the venue only at the end of any item presented.

Written authorization from the tutor concerned is required to use props and costumes from the Production Section's wardrobe, props and furniture departments. There is a standard form for this purpose.

### **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.

Notify the department of your absence by emailing [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.

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.  
*See course outlines.*

### **ATTENDING DEPARTMENTAL PRODUCTIONS**

All students taking 2000 and 3000 level Theatre and Dance Studies courses are **required** to attend **all** departmental productions. Students taking 1000 level Theatre and Dance Studies courses are expected to attend at least 75% of the Centre's productions. All CTDPS productions are sources of material and reference for lectures and written examinations. Watch out for announcements on VULA/AMATHUBA for production information and 'like' and follow the CTDPS Facebook, Twitter and Instagram pages.

Every registered CTDPS student is entitled to one ticket for each CTDPS production. Bookings are made via Quicket. Information regarding performances will be posted on the relevant VULA/AMATHUBA sites.

### **Complimentary tickets**

**When possible, T&P students taking part in productions:** TWO per cast member per production run. These might not be available for opening night. Due to venue capacity, this allowance is reviewed on each production. Cast will be informed if and how they may access CTDPS Comp Tickets.

**NOTE:** *An age restriction of 16 usually applies to audience members attending CTDPS performances and late admissions will not be allowed.*

## **USE OF PRODUCTION RESOURCES**

### **Staff consultation**

The Production staff make their knowledge and expertise freely available to students. Please be considerate of their time and other work pressures. Please direct ALL requests for assistance through the respective Section Managers (Wardrobe, Workshop) in the first instance. Working hours are Mon – Fri 08h30 – 16h30. Make an appointment if you wish to consult with any Production staff member.

### **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 CTDPS 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 First Year Course Convener. 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 wardrobe.

### **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.

### **Costumes**

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.

### **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.

### **Times of issuing and receiving**

Costume appointment times: 10.00, 11.00, 12.00, 13.30

Costume collections: Monday, Wednesday, Friday (Main Costume Entrance)

Returns: Tuesday and Thursday (Laundry Entrance)



Should staff return to normal working hours, the times will be as follows:

Monday and Wednesday 09h00-13h00, 13h30-16h00 (last appointment 15h45). Friday 09h00-13h00, 13h30-15h00 (last appointment 14h45). No appointments Tuesday and Thursday.

## NO ACCESS TO THE COSTUME DEPARTMENT WITHOUT AN APPOINTMENT

Appointments need to be made 24 hours prior to appointment, email [leigh.bishop@uct.ac.za](mailto:leigh.bishop@uct.ac.za)

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.

## STUDENTS WILL BE BILLED FOR LATE RETURNS, LOSS OR DAMAGES TO COSTUMES

### Workshop

Entering the workshop:

- No entry into the workshop will be permitted without an appointment.
- All covid-19, protocols must be adhered to within the workshop.
- Scan QR code at the door & fill in the form.
- Sanitize upon entering.
- Only 4 people, excluding workshop staff, allowed in the space at any time.

### Furniture & Props:

- Props and furniture requirements must be made via email with clear detailed description and/or reference image of the desired item.
- No-one, except for the departmental staff, can enter the furniture and props store.
- Once items have been pulled from the store, collection date and time will be communicated via email.
- All items leaving the store will be sanitized beforehand.
- All items returned will be sanitized before entering the workshop/ store.
- Any porous/ fabric material items should be sanitized whilst in the venue, and remain in the venue for
- All items taken out should be signed out and signed back in when returned.

Appointments / requirements: [lungile.cindi@uct.ac.za](mailto:lungile.cindi@uct.ac.za) / 021 650 7132

### Access to Little Theatre Workshop

Access to the Little Theatre Workshop is restricted to the CTDPs technical staff, students and directors on bona fide business. **The Workshop is a potentially dangerous space.** Please follow all safety guidelines and the instructions from the workshop staff at all times.

## REHEARSAL AND PERFORMANCE SPACES

### Booking spaces

Students may book rehearsal spaces, subject to their availability. Bookings are limited to 4 hours slots and should be made by emailing the CTDPS Admin Office. Should you wish to use a venue during vac times, please consult the CTDPS Admin Office.

All theatre spaces must be booked by emailing the CTDPS Admin Office. Students should send their venue booking requests at least 24 hours before the venue is required. Access to venues will only be granted to students who can prove that they have made a booking and the booking has been confirmed by a member of the Admin Office.

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

### After-hours access to rehearsals

For after-hours bookings, the keys to the venue will be left at Campus Protection Services (CPS) by the administrator. 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 student card is presented.

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 Centre is insistent that this may not happen. Please do not place Campus Protection Services under pressure when you have failed to make arrangements.

### Care and use of workspaces

All workspaces 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 authorized 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 CTDPS Admin Office.

No theatre foyer furniture may be removed or used on stage for any purpose whatsoever.

Rehearsals, other than technical, 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 with permission from the Production Manager.

**Keys must be returned immediately to the CTDPS Admin Office/ CPS (after office hours and during weekends) immediately after rehearsals.**

**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 Production Manager. **Strict disciplinary measures will be taken for not adhering to any of these rules.**

**SUBMISSION AND RETURN OF WRITTEN ASSIGNMENTS**

**Submitting assignments**

The Centre has standardized 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. Submissions are made electronically through VULA/AMATHUBA. Please check your course outlines for further requirements. Do not email your assignments directly to lecturers.

**Always make/save a copy of your completed assignment before submission.**

**Return of marked assignments**

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

**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.

Application forms are available online on the VULA/AMATHUBA site and must be emailed to the Course Convener (including a medical certificate or other supporting documentation) **on** or **before** the essay's due date. No hard copies will be accepted.

The granting of an extension is at the discretion of the Course Convener.

If the application is granted, the Course Convener will advise you of the new submission due date via email.

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

**Penalties for late submission**

Each course has specific penalties for late submissions (e.g. 0%, or -10%). Refer to 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.

## **ASSISTANCE WITH INDIVIDUAL PROBLEMS**

The Centre 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.*

### **Course-related difficulties**

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

If the problem is persistent, or shared by other students, request your class representative to take it up on your behalf with the HOS, and failing that, with the Director of the Centre. 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.

### **General academic difficulties**

Please approach the lecturer concerned or the course convener for assistance with academic difficulties. See details on page 22 for information on the Writing Centre.

### **Personal problems / crises**

All full-time staff are available for consultation. Please note that Warona Seane is the Wellness facilitator on Hiddingh Campus and Jacki Job on Dance Campus. Arrange an appointment if you cannot make the regular consultation time posted on the office door of the staff member concerned. In the event that personal problems/crisis affect engagement with courses, first consult with the course convener or lecturer of those courses.

In emergencies, the Head of Section will see you without an appointment. Please let the Centre know if you are in difficulty, so that we can adjust your work schedule temporarily. Remember that communication is essential.

Student Wellness is available on Hiddingh Campus as well, should you need to make an appointment. Appointments can be made online via the following link

<http://www.dsa.uct.ac.za/student-wellness/about-student-wellness>.

## **DP REQUIREMENTS**

### **CTDPS 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 as well as course outlines for specific courses.

### **DP Warnings**

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

### **DP Refusals**

Failure to fulfill 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 jeopardizes the work process of (an)other student(s), the student will be issued with a DP refusal. DP refusals are sent via VULA/AMATHUBA.

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

### **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 Section, supported by evidence for such an appeal. The appeal will be considered at the next staff meeting.

On the basis of this, within two weeks:

The student may request, or the Head of Section may require, that the student attend a staff meeting to present further evidence.

The student may be accompanied by another student to assist them.

On the basis of this, the staff meeting will decide whether to uphold the DP refusal, or to waive it.

No further appeals may be made to the Centre.

If the student does not accept the Centre's decision, the matter may be referred, in writing, to the Dean of the Humanities Faculty. Evidence will be sought from the Centre and the student, and a final decision made by the Dean or his/her representative.

### **Disciplinary hearings**

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

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

## **DEPARTMENTAL RE-EXAMINATION POLICY**

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

Students who qualify for re-examination will be notified via their UCT email from the Centre. It is a student's obligation to ensure that the Centre 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 most within a week of the written examination.

**The onus is on students to remain in touch with the Centre 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.

### **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 Centre.

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

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

### **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.



### **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 sub-minimum 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.

### **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.

### **APPLICATIONS FOR EXTRA TIME IN EXAMS**

A student who requires more time for a written examination due to a temporary or permanent disability must make an appointment with Student Wellness (Tel. 021 650 1017 / 021 650 1020) for an assessment.

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

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

#### **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.

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

The CTDPS recognizes 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 Theatre and Performance programme. 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 CTDPS 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 Centre.
- 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 CTDPS recognizes:

- 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 light of the above, the CTDPS is willing to negotiate the possibility of part time work which might impact on course commitments.

However, the CTDPS also recognizes 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.

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

The student must negotiate any form of work that might impact on course work with the CTDPS.

Forms are obtainable on the T&P Noticeboard VULA site.

All applications will be considered by a committee unless a time constraint requires an immediate decision by the Course Convener and/or Head of Section.

Finally, no student shall willfully commit any unjustified act or omission which adversely affects the CTDPS and or any member of UCT.

The CTDPS reserves its right to amend the rules listed above from time to time and will endeavor to post any changes thereto on the CTDPS Vula Noticeboard site.

## **STUDENT SUPPORT**

### **The Writing Centre Student**

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.

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

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

Students can make an appointment at 021 650 1020. 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.

### **Injuries:**

Ice packs and balms are available in the department in the event of minor injuries. These treatments must be signed out and returned the same day!

## **EMERGENCY HEALTH AND SAFETY**

Campus Protection Services (CPS) telephone: 021 650 7101 (Hiddingh Campus) 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 , Hiddingh Campus 021 650 7101. 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**

State: 10177 or Private: ER24 084124 (UCT-contracted)

### **Sexual Assault**

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 or 021 650 7101 (Hiddingh Campus). 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 facilities..
- 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.

<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.

## **Ombud's office**

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

The Ombud provides 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).

## **Sexual harassment**

The Office for Inclusivity and Change (OIC) offers the following services relating to sexual offences and discrimination:

- reporting of rape, sexual assault, sexual harassment, harassment and all forms of discrimination and marginalisation
- 24-hour emergency assistance for rape and sexual assault survivors support
- advice and assistance for both complainants and respondents
- advice and support in related procedures such as domestic violence, no contact applications, court preparation and trials
- assistance and support in student tribunals and disciplinary hearings
- workshops and awareness campaigns
- mediation services upon request by staff and students.

Inclusion, Cultural Change, Prevention and Education

Cheryl Vallay

Office Tel: 021 650 2767

Cheryl.vallay@uct.ac.za

Yumna Seadat

Survivor Support

Office Tel: 021 650 3530

24/7 Hotline (sexual assault emergency response): 072 393 7824

Located at:

Ivan Toms Building

28 Rhodes Avenue

Mowbray

(Next to Student Wellness Service)

<http://www.oic.uct.ac.za/reports-and-policies>

### **Food Security**

If you have no access to food, inform your lecturer, a mentor or a member of staff that you trust, or a counselor at Student Wellness.

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

### **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 location: Steve Biko Students Union Building, Level 6, Upper Campus

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 Contact:

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

Tel: 021 650 2427

<http://www.students.uct.ac.za/students/support/disability-service>

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 Head of Section, if you are not satisfied, then to the Director of the Centre, 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>

You also have the option of contacting OIC:

<http://www.oic.uct.ac.za/reports-and-policies> and the Ombud: <https://www.ombud.uct.ac.za>

## **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 / 021 650 1704

Email: [fnd-feeeng@uct.ac.za](mailto:fnd-feeeng@uct.ac.za)

Student Financial Aid Office  
Level 3, Kramer Law Building  
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)