HEMIS POLICY

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#### Policy Name: HEMIS POLICY

#### Approval Authority: This policy is subject to the approval of the Management and Council.

#### Comments, amendments or changes: Should there be some comments or amendments and corrections, such can be sent by email to Noluthando.pendu@univen.ac.za

1. **Policy Statement**

It is within the University of Venda’s policy to ensure that data quality and accuracy satisfies internal and external stakeholder’s expectations.

The university therefore has to ensure that students, personnel and space data are correctly captured according the standards set by the Department of Higher Education and Training.

1. **Purpose**

HEMIS plays a vital role in the collection and production of the data required for quality assurance and Univen enrolment planning and to ensure that;

* reporting done is compliant to the national policies e.g transformation policy (reporting on demographics and gender);
* programs are reported according to their approved fields and according to the approved PQM;
* modules offered are within their academic programs
* each student has registered for the correct module
* the data assists Management and Council in ensuring that the University of Venda data is correct and realistic for state subsidy allocation;
* the data reflects a true picture on person-power compliment and reporting;
* that space data is captured according to the DHET’s space norms and standards.

3. **Scope**

This policy applies to all academics, management, academic administrative staff and students within the University of Venda.

1. **Definitions and acronyms**

A number of definitions of abbreviations were taken from VALPAC help file and ITS manual, while other definitions are taken from DHET and University of Venda Statute.

ASCII: (American Standards Code for Information Interchange). The character encoding that provides a standard way of representing data.

Asset: Refers to the University of Venda property, movable and immovable.

BLDG: Building or buildings owned or rented by the University of Venda

CAMP: Campus in which tuition is offered

CESM: Classification of Educational Subject Matter

Census dates: Census dates are dates within which a student must be registered.

The start date for the set period is the first teaching date and the end date is the last teaching date before examination. The census dates is determined at midpoint of the academic period.

CRED: Credit file where all module credits are stored.

CREG: Course registration file is where student course registration data is stored

CRSE: Module offered at the University of Venda

Data: Data is the information that is captured and stored and can be translated for future use.

DHET: Department of Higher Education and Training

Fatal errors: Fatal errors are data errors which have negative impact on data

 integrity and have negative influence in the funding subsidy.

FTE: Full-time equivalent is a unit that indicates the workload of a student or a personnel member.

FTEN Status: Is an indicator on whether the student was entering for the First time,

 Transfer from other university, E continuing with studies from previous

 year and N exiting or final year student.

FTP: File Transfer Protocol means transferring a file from one computer to another or a system to another via internet

HEMIS: (Higher Education Management Information Systems) A reporting system which replaced the then SAPSE reporting since 2000.

Instructional Offering: Instructional offering refers teaching.

Personnel: Refers to an employee; a worker at the University of Venda

PROF File: Personnel data set, which has detailed information about employees

Program: A program is a structured set of learning areas which lead to a qualification

Qualification: A qualification is a degree, diploma or certificate which an institution

can allow a student to register for and award to a student upon successful completion of studies.

SAPSE: (South African Post-Secondary Education) is an old reporting system which was used prior to HEMIS introduction. It reported on all subsystems, such as Students, Qualification, Space, Personnel, Finance, and Library systems.

Student: Is a person who is enrolled for a course which forms part of the institutions’ formal degree/diploma/certificate programme

VALPAC: (Validation package) which is used to validate data and reports in preparation for HEMIS data submission.

5. **Regulatory Framework**

The University of Venda’s HEMIS operates in terms of the following

Legislated documents:

* University of Venda statute, PQM and calendar.
* HEMIS is regulated by the Higher Education Act 101 of 1997 and its amendments
* The White Paper 3 by NCHE of 1997
* The DHET CESM document of 2008
* National Qualifications Framework (NQF) Act of 67 of 2008
* The DHET Space and cost norms document of 2009
* The DHET Building and Space Inventor Manual of 2009

6. **The Policy**

* 1. **Student Registration/Cancellation/Graduating**

*The following requirements should be complied with:*

6.1.1 All students must register and cancel within the registration and cancellation dates set by this University.

6.1.2 A student credit load must not exceed 1. FTE, unless approved by Senate but **only** on exceptional cases. *Refer to par. 2 of Section 17 on page 22 of the HEMIS Procedure Manual.*

6.1.3 HEMIS through VALPAC excludes cancellations before census date from the student headcount, while students who cancelled after are included but will be excluded for subsidy.

6.1.4 A student who registers after the census date are excluded from headcount and is not counted as a subsidy student in that academic year.

6.1.5 A student is allowed to register for **one** **primary** qualification per academic

 year.

6.1.6 Upon completion and accumulation of all credits towards a degree registered for, a student therefore qualifies to graduate. *Refer to Section 3 on page 29 of the HEMIS Procedure Manual.*

* 1. **Academic Structure**

*In order for programs to be captured into the University database;*

6.2.1 Upon submission to HEMIS office, all programs must have been approved and accompanied by DHET letter of approval.

6.2.2 Modules and qualifications must be correctly named.

6.2.3 Modules must be allocated to their correct periods of study, this assists in ensuring that modules are linked to their correct subsidy levels. **E.g. a 4th year level module cannot be offered in a lower level.**

* 1. **Personnel**

Data owners must ensure that:

6.3.1 All personnel members are linked to their correct departments, offices and modules they are offering (if they are doing instructional offering)

 6.3.2 Start and end date are always entered on the system

 6.3.3 Highest qualifications are always updated

 6.3.4 Joint appointments are avoided at all cost, unless otherwise approved by

 Management.

* 1. **Space/Assets**

Data owners must ensure that:

6.4.1 All buildings and rooms are entered into the system

6.4.2 Rooms square meters are captured

6.4.3 All rooms are clearly marked

6.4.4 Assets are all barcoded

1. **HEMIS SUBMISSION**

HEMIS submission is done at three different intervals and the final submission for personnel and students is on the 31 July each year. All these dates must always be observed. An extension may only be requested due to unforeseen circumstances.

**8.** **CONCLUSION**

Data collection and reporting is the responsibility of this University’s management and Council. Assisting the Council in ensuring that data is realistic and correct is one of the responsibilities of this office. DHET undertakes regular checks on the reliability of student, staff and space data to assist in planning.