

ACADEMIC RELATIONS
& EDUCATION
COMMITTEE (AREC)

STANDARD OPERATING
PROCEDURE



ISACA[®]

South Africa Chapter

ISACA SA CHAPTER ACADEMIC RELATIONS & EDUCATION COMMITTEE (AREC) SOP

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1. Introduction

The ISACA South Africa Chapter (the Chapter) depends on the expertise and experience of volunteers to achieve the Chapter's strategic objectives and aspirational goals. This standard operating procedure (SOP) provides a navigation system for ISACA SA's Academic Relations & Education Committee (AREC), which will equip the committee with information and guidance on how to perform activities that fall within its mandate in a manner that further and advances ISACA SA's objectives and aspirational goals.

2. Purpose

The purpose of the AREC is to advance, through partnerships with individuals, organisations, academic Institutions and professional bodies, ISACA's objective of creating industry enriching knowledge through research, and nurturing dynamic cybersecurity and business technology professionals, who are primed to effectively govern today's digital systems and tomorrow's emerging technologies.

This SOP provides detailed instructions of how ISACA SA' AREC will carry out its activities with respect to each of the focus areas identified in the committee's Charter, in a consistent, effective and efficient manner which guarantees quality outcomes.

3. Scope

The SOP applies to all the members of the AREC and the committee's invitees when they are discharging duties relating to any of the focus areas of the committee as identified in the AREC's Charter.

4. Focus Areas

The following constitutes the focus areas of the AREC's activities as defined in its Charter

- 4.1 The ISACA SA Chapter CyberGen scholarship programme;
- 4.2 The ISACA SA Chapter research assistance programme
- 4.3 The ISACA SA Chapter mentorship programme;
- 4.4 The ISACA SA Chapter academic-facing activities; and
- 4.5 The ISACA SA Chapter Industry Internship facilitation programme
- 4.6 The ISACA SA Chapter liaison with relevant certification accreditation bodies

5. Detailed Guidelines

ISACA SA CyberGen Scholarship will consist of both a professional and Academic Scholarship, whose mode of operation and rules are further explained in the below subsections:

5.1 ISACA CyberGen Scholarship programme

ISACA SA CyberGen Scholarship will consist of both a Professional Education Scholarship (CPES) and an Academic Scholarship (CAS). The purpose of the Professional Education and Academic Scholarship is to provide financial assistance to deserving students or recent graduates with strong academic performance but come from less privileged/ disadvantaged backgrounds, who wish to pursue a career in the Cyber/Information Security, business Technology Assurance / Governance and Information Technology Fields or related disciplines.

CPES – The CyberGen Professional Education Scholarship is aimed at assisting recent graduates from poor backgrounds who have excelled in their studies and are in need of ISACA professional certifications to equip them with knowledge and skills that are aligned to the demands of the industry and hence provide them with the necessary impetus to jumpstart their careers. The Chapter envisions that not only will this be an important way to give back to the community that has given so much to its members, but this will also contribute to the long term and sustainable growth of its member database.

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CAS – ISACA will offer two variants of the CyberGen Academic Scholarship, namely a partial academic scholarship (PCAS) and a full academic scholarship (FCAS). The PCAS is geared towards assisting qualifying final year bachelors/honors students with their tuition requirements for a single year. The FCAS is geared towards assisting qualifying undergraduate students with their tuition requirements for the duration of the approved programme of study, provided they continue to satisfy the requirements of the programme.

5.1.1 CyberGen Professional Education Scholarship programme rules and application procedures

The following rules/ application procedures shall apply in respect of the CPES

- i. Recent graduate in a qualifying programme of study with strong academic performance, preferably first or second-class pass.
- ii. Proof of participation in ISACA's mentorship programme or enrolment thereto
- iii. Applicants who show proof of attendance to ISACA's regional chapter meetings will be given preference
- iv. Valid personal identification documents and proof of permission to stay in country for foreign nationals.
- v. Proven financial need
- vi. Applicants who show proof of previous membership to ISACA student groups will be given preference (i.e. submission of letter of reference from student Chapter leader)

Applications that meet the above eligibility criteria must submit their applications to info@isaca.org.za or visit the ISACA SA website for details of how to apply (www.isaca.org.za). Copies of the following must accompany every application;

- i. Degree certificate and transcript (certified)
- ii. Identity documents (certified)
- iii. ISACA SA mentor's recommendation / reference with contact details of mentor and their ISACA membership number OR Reference from a member of organization affiliated to ISACA or with an MOU with ISACA SA (full contact details to be provided for verification purposes)
- iv. Parents / guardian's proof of income (pay slip if employed (certified) / affidavit if self-employed or unemployed).
- v. Reference letter from previous university / tertiary institution attended
- vi. Parents or guardian ID documents (certified copies)
- vii. Proof of membership to ISACA student groups where available
- viii. Signed ISACA SA consent form.

5.1.2 Partial CyberGen Academic Scholarship (PCAS) programme rules and application procedures

The following rules/ application procedures shall apply in respect of the Partial CyberGen Academic Scholarship

- i. Student must be currently enrolled at a participating tertiary institution for an ISACA approved programme of study.
- ii. Proof of strong academic performance (submission certified copy of results and / first degree for post students pursuing post graduate studies)
- iii. Applicants who can provide proof of membership to ISACA student Chapter at a participating University will be given preference (e.g. submission of reference letter from Chapter leadership).
- iv. Character reference / testimonial from the University
- v. Valid personal identification documents and proof of permission to stay in country for foreign nationals.
- vi. Proven financial need

Applicants who meet the above eligibility criteria must submit their applications to info@isaca.org.za or visit the ISACA SA website for details of how to apply (www.isaca.org.za). Copies of the following must accompany every application;

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- i. Certified copy of statement of results (for final year students) or certified copy of Bachelors' degree certificate and transcript (for post graduate students)
- ii. Identity documents (certified)
- iii. Parents / guardian's proof of income (pay slip if employed (certified) / affidavit if self-employed or unemployed).
- iv. Character reference letter from the University (final year students) or previous university (post graduate students)
- v. Parents or guardian ID documents (certified copies)
- vi. Proof of membership to ISACA student groups where available
- vii. Signed ISACA SA consent form.

5.1.3 Full CyberGen Academic Scholarship (FCAS) programme rules and application procedures

The following rules/ application procedures shall apply in respect of the Full CyberGen Academic Scholarship

- i. Proof of admission/ enrolment at a participating tertiary institution for an ISACA approved programme of study.
- ii. Matric Results / equivalent
- iii. Character reference / testimonial from High School attended
- iv. Valid personal identification documents and proof of permission to stay in country for foreign nationals.
- v. Proven financial need
- vi. Tuition payment in each year is subject to satisfactory performance in previous year of study and no payment will be done in respect of failed courses.

Applicants who meet the above eligibility criteria must submit their applications to info@isaca.org.za or visit the ISACA SA website for details of how to apply (www.isaca.org.za). Copies of the following must accompany every application;

- i. Certified copy of statement of Matric results /equivalent
- ii. Identity documents (certified)
- iii. Parents / guardian's proof of income (pay slip if employed (certified) / affidavit if self-employed or unemployed).
- iv. Character reference letter from the High School attended
- v. Parents or guardian ID documents (certified copies)
- vi. Signed ISACA SA consent form.

Members of ISACA SA, ISACA's strategic partners, organizations, professional bodies, and any other organizations who wish to contribute to ISACA SA's Scholarship fund should email ISACA SA at info@isaca.org.za or channel their contributions to the banking details below with their name & Scholarship as reference or just scholarship fund if they wish to remain anonymous.

5.1.4 Current participating universities

- i. Sol Plaatjie University
- ii. University of Johannesburg
- iii. Free State University
- iv. University of Pretoria
- v. University of Witwatersrand
- vi. University of Fort Hare
- vii. University of Cape Town
- viii. University of University of Western Cape
- ix. Stellenbosch University
- x. Rhodes University
- xi. Nelson Mandela University

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- xii. North-West University
- xiii. University of Kwa-Zulu Natal

University Alumni from the above universities are also encouraged to participate by generously donating to the scholarship fund.

5.2 The ISACA SA Chapter mentorship programme;

The purpose of ISACA SA's mentoring program is to leverage the knowledge, skills and experience of its member database and strategic partners to provide support, guidance and direction to new or aspiring entrants (mentees) in the Cyber/information Security, business technology assurance/ governance, Information Technology and related fields, and equip them with the skills, experience, and networking opportunities necessary to accelerate their career growth and leadership development.

The mentorship programme is voluntary for both the mentor and the mentee, and is another avenue ISACA SA makes available to its members and strategic partners who are deeply passionate not only about their own career/business/personal success, but who also want to live a life of significance by generously giving back to the community. By participating in this program, ISACA SA envisages that the mentors will also be able to extend their networks, further develop their leadership and communication skills, and increase their sense of self-worth. Mentorship also provides a symbiotic learning opportunity for both the mentor and the mentee.

At an institutional level, besides the mentorship program enhancing ISACA SA's reputation as a good corporate citizen and making a firm contribution to the entrenching of a cybersecurity culture, this program engenders loyalty and therefore leads to long term growth and sustainability of its member database.

5.2.1 Rules and application procedures for the mentorship program

- i. Open to all new / aspiring entrants in the Cyber/information Security, business technology assurance/ governance, Information Technology and related fields, who are between the ages of twenty and thirty years.
- ii. Valid personal identification documents and proof of permission to stay in country for foreign nationals.
- iii. Applicants who submit character references / testimonial from previous / current university or current employer will be given preference

Applicants who meet the above eligibility criteria must submit their applications to info@isaca.org.za or visit the ISACA SA website for details of how to apply (www.isaca.org.za). Copies of the following must accompany every application;

- i. Certified copy of degree certificate (for recent graduates) / latest results for final year and post graduate students
- ii. Identity documents (certified)
- iii. Where available, character reference letter from University attended (for recent graduates not yet employed) or from current/ previous employer for new entrants who are employed

Mentors – mentors must preferably have at least five years industry experience and must send emails indicating willingness to participate in the mentorship program to info@isaca.org.za. They must include details of where they are currently working or a short CV if possible.

5.3 The ISACA SA Research assistance programme;

The objective of the research assistance program is to provide students who are in their final year or pursuing post graduate studies in areas where there is potential to advance ISACA's programs with a access to a database of potential research participants, thus not only helping the students to advance

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their studies, but also contributing to the creation of knowledge. Members are encouraged but do not have an obligation to participate in the research assistance program.

5.3.1 Rules and application procedures for the Research Assistance program

- i. Ethical clearance from the University in which the student is enrolled.
- ii. Students pursuing careers in the Cyber/information Security, IT Governance, Information Technology and related fields will be given preference.
- iii. Members of ISACA will also be given preference.
- iv. Applicants must sign ISACA SA's consent form giving ISACA the option but not the obligation to publish the results of the research for the benefit of its member database.

Applicants who require research assistance and meet the above eligibility criteria must submit their applications to info@isaca.org.za or visit the ISACA SA website for details of how to apply (www.isaca.org.za).

5.4 The ISACA SA Academic Facing Activities;

The purpose of ISACA SA's academic facing activities is to promote and nurture mutually beneficial relationships between ISACA and institutions of higher learning, including ISACA SA Academic Advocate programme, attendance and sponsorship of academic conferences, engagement with South African based ISACA student Chapters and facilitating the attendance to ISACA regional meetings and conferences where possible.

Members of academic staff who want to participate in the academic advocate programme can contact ISACA at info@isaca.org.za or visit the ISACA SA website for details of how to apply (www.isaca.org.za).

Similarly, students or members of ISACA student groups who want to obtain assistance to attend conferences must submit their applications to info@isaca.org.za. Applications from students at Universities that do not currently have ISACA student chapters must preferably submit character references from their University to be considered for the conference sponsorship.

Current members of ISACA SA or its strategic partners who wish to sponsor students to attend conferences must also email ISACA SA at info@isaca.org.za indicating the number of students they wish to sponsor.

5.5 The ISACA Industry Internship Facilitation programme

The objective of the Industry internship facilitation programme is to assist recent graduates who have an interest in ISACA's programs to secure internships in the cyber/information security, IT Audit/Governance, Information Technology and related fields. It is envisaged that this programme will ultimately engender loyalty to ISACA SA from beneficiaries of the programme and is another great way to entrench the cybersecurity culture which is now an indispensable requirement for the current and future generations.

While ISACA SA does not guarantee internship to any of the recent graduates who show interest in participating in this programme, it nevertheless is willing to play its part in providing an enabling platform for graduates seeking internship and companies looking to recruit interns within the cyber/information security, IT Audit/Governance, Information Technology and related fields. To this end, ISACA will at its discretion feature some of the applicants on its social media channels.

Companies looking for new interns in the cyber/information security, IT Audit/Governance, Information Technology and related fields should email ISACA at info@isaca.org.za.

Recent graduates and final year students seeking internship opportunities in the cyber/information security, IT Audit/Governance, Information Technology and related fields should email ISACA at

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info@isaca.org.za. Applicants must be accompanied by a CV, copy of degree/results (certified), a signed ISACA consent form, and a character reference from the University attended or the most recent employer or a member of the ISACA SA Chapter.

6. Review

This SOP is subject to annual review by the Academic Relations and Education Director or the Academic Relations and Education Committee and shall be subject to approval by the ISACA SA Board.

7. Revision History

Revision Number	Date	Author Name & Designation	Amendment comment
V202006-001D	June 2020	Edmore Taruvinga, Academic Relations & Education Director	Initial draft

8. Approval History

Version	Approver name & designation	Date Approved
V202006-001F	ISACA SA Academic Relations & Education Committee	10 March 2021

This SOP was approved by the ISACA SA Academic Relations & Education Committee on 10 March 2021.