



STUDENT CODE OF CONDUCT

1. RULES FOR STUDENTS

Every student, by signing an official registration form for study of whatever nature at the College, becomes subject to all the rules of the College as approved by the Board of Directors liable for any proven offence committed whilst a registered student.

Offences which could result in disciplinary action include, inter alia, the following:

- any act or omission which constitutes or amounts to a common law or statutory crime;
 - interference by violence, threats of violence, or any other means, with the rights of others to express their views by means of speech, writing or print or other media dealing with the matter.
 - while the freedom of expression is encouraged by the College it should not threaten or infringe the dignity or the rights of others.
 - failing, without just cause, to comply with an order given by the General Manager or his/her nominee to attend an inquiry in terms of the rules approved by the Board of Directors for the purpose of giving evidence or responding to allegations;
 - knowingly giving false evidence at, or in connection with, such inquiry;
 - intimidating a person who is potential witness at such an inquiry;
 - misbehaving when participating in any College activity, academic or non-academic, whether within or without the precincts of the College, misbehaving in any part of the college and conduct whether within or without the precincts of the college that tends to bring discredit upon the College; or
 - refusal by a student to comply with a lawful order of the Board of Directors issued by the Principal, or with a lawful order given by any staff member.
- Furthermore, a student shall not:
- under any circumstances use violence, threats of violence, intimidation or any other behaviour which either causes or threatens to cause harm to another individual or damage to property;
 - obstruct, attempt to obstruct, or engage in conduct likely to obstruct any officer or member of the staff of the College in the performance of their duties;
 - wilfully damage, deface, or remove any property in the ownership, occupation or possession of the College;
 - occupy, use or be present upon any property or premises of which the college is owner or occupier after being required to leave by a member of staff of the College;
 - participate in any initiation processes of students or participate in 'raiding,practices;
 - be in possession of firearms or explosives on the colleges premises;
 - be in possession of, use or deal in drugs in contravention oi the Abuse of Dependence Producing substances and Rehabilitation centres Act (Act41 ot 1971);
 - smoke in areas designated as non-smoking areas;
 - be present on the College's premises while suffering from a contagious or infectious illness until the Head of Department concerned has received a medical certificate to

Approved by:	C Kistan	Doc No.	D2
Originator:	MK Naidoo	Date Released:	19/08/2021
Revision Status:	00	Page no.	Page 1 of 11
Document:	Student Code of Conduct	Controlled copy	

- the effect that the student may return to the College without risk of infecting other;
 - wear any dress other than academic dress to those functions for which academic dress is prescribed,
 - contravene the rules embodied in the Rule Book for Students and/or the Departmental handbook for the instructional programme for which the student is registered, or any other rules approved by Board of Directors.
 - Declare any false information when completing any prescribed College form, or in any submitted documentation, or withhold any material information e.g. when registering, applying for financial assistance, exemptions, etc.)
2. When a student is ordered by a member of staff or a member of the SLC Council who believes on reasonable grounds that the student concerned is about to commit, or is committing, or has recently committed, an act amounting to a breach of discipline or misconduct, whether within or out of the precincts of the College, the student shall.
- give the student's name, College address and home address; and
 - desist from such act.
3. Students shall also acquaint themselves with and comply with such rules as are prescribed and published in writing from time to time in respect of the following:
- College Libraries;
 - Student Liaison Council (and committees); and
 - Computer Laboratories
4. Furthermore, students must also acquaint themselves with and comply with the rules relating to the following general issues: examinations; diplomas and certificates; and academic programmes.

5. STUDENT ACTIVITIES

5.1. Orientation programme

- An orientation programme, specifically aimed at acquainting the new-comer with the environment and circumstances of the college, so that he may adapt academically and socially within the shortest period of time and as effectively as possible, is arranged at the beginning of the academic year.
- All students registering at the College for the first time, are required to participate in this programme

5.2. Liaison Committee

- The Student Liaison committee (SLC) is elected every year by the students of the College as determined by the Constitution.
- As the highest student representative body, the SLC within the framework of its powers, is entrusted with matters concerning student life.
- In the absence of a constituted SLC, or when the SLC, in the Academic Heads opinion, does not act in the interests of the student, the SLC's functions may be carried out by the Academic head or any person or body appointed by him.

Approved by:	C Kistan	Doc No.	D2
Originator:	MK Naidoo	Date Released:	19/08/2021
Revision Status:	00	Page no.	Page 2 of 11
Document:	Student Code of Conduct	Controlled copy	

6. TUITION AND TRAINING

6.1 Presentation of lectures

Lectures are presented according to the reasonable discretion of the relevant lecturer within the prescriptions and policy regarding tuition and training of the Academic Board.

6.2 Attendance of lectures, etc

Students must attend all lectures, group sessions, seminars, practical classes and excursions.

6.3 Procedure regarding absence from lectures

- When absence from lectures is due to official activities, the student must make prior application to the Head of Department.
- When absence from lectures is due to illness of a student, the illness and death of close relatives or other circumstances beyond the students control , the Head of Department grants approval.
- In his application for approval of absence from a lecture or test, the student must produce written proof that he has made arrangements with all his lecturers for catching up with his lectures and for writing tests.

6.4 Carrying out prescribed work

- A student must do all prescribed work which has bearing on his tuition and must write all class tests.
- In all circumstances the formulation of an assignment must be a student's independent work.

7. PERSONAL

7.1 Dress

Students must be dressed neatly at lectures, and on campus at all times. Students should also comply with proper dress and safety regulations in practical classes.

7.2 Personal care

A student is responsible to maintain a high standard of personal hygiene and care.

8. MISCELLANEOUS

8.1 Student Cards

- The college issues a student card to each student on which is student number and photograph appears.
- Lost student cards are replaced only after submission of an official receipt for the prescribed replacement fee.

8.2 Change of address

A student must immediately notify the Admissions Officer in writing on any changes of address. Telephonic notification of change of address will not be accepted.

8.3 Notifiable disease

If a student has suffered from a notifiable disease or has been in contact with such a disease, a medical certificate, stating that the student may be at the College without any danger of infecting others, must be submitted to the Academic Head before the student may return to campus.

Approved by:	C Kistan	Doc No.	D2
Originator:	MK Naidoo	Date Released:	19/08/2021
Revision Status:	00	Page no.	Page 3 of 11
Document:	Student Code of Conduct	Controlled copy	

9. STUDENT IN THE CLASSROOM

9.1 Protection of Freedom of Expression

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

9.2 USE OF CAMPUS FACILITIES

Meeting rooms and other campus facilities are available, on an equitable basis, to all registered student organisations, as far as the primary use of those facilities for other College purposes permits and is in keeping with the best interests of the College.

10. GENERAL PROVISION

10.1 On signing the registration form of the College, a student undertakes to acquaint himself with all regulations, rules, prescriptions and legal provisions of the College relevant to him. Ignorance of any such provisions shall not be advanced as defence on a charge of misconduct.

10.2 Words indicating the male gender shall also be applicable to the female gender, and vice versa.

10.3 A student shall not formally be charged with misconduct before a written signed statement containing a charge, complaint or allegation against the student has been handed to the designated person.

10.4 The designated person may institute a preliminary investigation into a charge, complaint or allegation which has been laid before him, or into a student's conduct which has been such that it could possibly amount to misconduct. In the preliminary investigation, consultations may be held, or information obtained, from any person, including the student against whom the charge, accusation or allegation had been instituted.

10.5 The General Manager or any person authorised by him may, when he regards it appropriate, suspend a student against whom a charge, accusation or allegation has been instituted for a period determined by him, i.e., he may prohibit the student to:

10.5.1 enter any premises of the College, or any part thereof;

10.5.2 exercise any right or privilege which he as a registered student enjoys.

10.6 The General Manager, or the person authorised by him, may at any time cancel a sanction imposed by him. Notwithstanding such cancellation, the hearing of the charge of misconduct may proceed.

10.7 When the Chairperson of a disciplinary committee, before that disciplinary committee has reached ruling on the charge against a student, is of opinion that the relevant charge should be heard by a different committee, he may suspend the hearing and refer the matter to the General Manager for a ruling. The General Manager may rule that the disciplinary committee must continue with the hearing or that it must be referred to another disciplinary committee.

10.8 If a disciplinary committee, Board of Directors, the General Manager or the person appointed by the General Manager, temporarily or permanently deprives a student of any

Approved by:	C Kistan	Doc No.	D2
Originator:	MK Naidoo	Date Released:	19/08/2021
Revision Status:	00	Page no.	Page 4 of 11
Document:	Student Code of Conduct	Controlled copy	

right or privilege which he as student enjoys, or suspend him temporarily or permanently, such student shall forfeit all rights to repayment, reduction or remission of fees paid or payable to the College.

11. CLASSIFICATION OF MISCONDUCT

Misconduct having a bearing on a student's studies is regarded as being of a serious nature and Charges of other forms of misconduct which in the opinion of the General Manager are regarded as serious misconduct, are heard by the Students' Disciplinary Committee.

11.1 NOTIFICATION

- a. A student charged with any form of misconduct shall be notified of such misconduct in writing at least fourteen days before the hearing thereof by the Chairperson of the disciplinary committee, unless such student agrees to a lesser notice period for the hearing.
- b. Such Notice shall contain the full details of the charge as well as the name of the particular disciplinary committee which will hear the matter, the date, time and place of the hearing.
- c. Written Notice of a charge shall be regarded as being properly served if it was posted to the student concerned by registered mail at his/her last known address.
- d. If the student is a minor (less than eighteen years), a copy of the Notice shall be sent to the natural/legal guardian of the student concerned per registered post at the address provided by the student on his/her registration form.
- e. Any notice sent or delivered in the manner prescribed in these Regulations shall be considered as having been received by the person to whom it was addressed.
- f. When a student neglects or refuses to attend a hearing, the hearing may proceed in his/her absence and the hearing shall not be invalidated thereby.

Lecturers

A lecturer of the College (whether permanent, temporary or part time), may dismiss a student from a lecture if such student allegedly commits a breach of discipline or an act amounting to misconduct during such lecture. The lecturer may report the matter. If the lecturer does, then this must be done to the relevant Head of Department. If the lecturer, in conjunction with the relevant Head of Department, decides to report the matter, this must be done to the General Manager. The student concerned may attend further lectures pending the finding of the Student Disciplinary Tribunal. However, if during this time, the student allegedly commits any further breach of discipline or act of misconduct during a lecture, which is similarly reported to the Student Disciplinary Tribunal, the student may, at the discretion of the Board of Directors, be refused entry onto any College campus pending the finding of the Student Disciplinary Tribunal.

Approved by:	C Kistan	Doc No.	D2
Originator:	MK Naidoo	Date Released:	19/08/2021
Revision Status:	00	Page no.	Page 5 of 11
Document:	Student Code of Conduct	Controlled copy	

OFFICIALS FOR DISCIPLINARY PROCEEDINGS

The General Manager

The general supervision and control of student discipline is vested in the General Manager. By virtue of the powers invested in him, the General Manager may request any member of staff to assist him in the execution of his/her duties, which includes the maintenance of discipline and order in the College.

The officers and tribunals described in this document are thus appointed and constituted by the General Manager and any powers that these officers or tribunals have by virtue of this document are delegated to them by the General Manager. The officers and tribunals appointed and constituted by this document are thus directly responsible to the General Manager for the execution of their duties.

12. STUDENTS' DISCIPLINARY COMMITTEE

The Student Disciplinary Tribunal

(a) Composition

The Student Disciplinary Tribunal shall consist of:

12.1 Chairperson appointed by the General Manager; and at least two of the following:

- the General Manager's nominee;
- a member of the Academic Board nominated by the Academic Board;
- the head of department in which the accused student is registered, or the head's nominee;

The composition of the Tribunal for any particular case shall be determined by the General Manager. Any potential member of the Tribunal shall recuse him/herself if the member has been closely involved in the matter which is the subject of the inquiry.

The decision of the majority of members of the Tribunal shall be the decision of the Tribunal. The Chairperson shall have a deliberate and deciding vote.

If at any stage after the accused has pleaded one, or more, of the members becomes incapable of acting or is absent, the hearing shall, where the remaining members constitute a majority of the members before whom the hearing commenced, proceed before such remaining members, and the decision of the majority of the members before whom the hearing was commenced shall be the decision of the Tribunal. In other cases the hearing shall be conducted de novo.

(b) Scope of Jurisdiction

- The Student Disciplinary Tribunal shall deal with all cases allocated to it by the General Manager. The provisions of the Higher Education Act and the Statute and any amendments thereto shall apply in respect of all matters relating to such adjudication.
- A student against whom a charge of misconduct is being investigated by the Tribunal shall be informed of the nature of the charge and shall be required to appear personally before the Tribunal. Provided that in case of a minor the student's parent or legal guardian shall be informed, if possible, of the charge against the student.

Approved by:	C Kistan	Doc No.	D2
Originator:	MK Naidoo	Date Released:	19/08/2021
Revision Status:	00	Page no.	Page 6 of 11
Document:	Student Code of Conduct	Controlled copy	

- Should the student charged not appear before the Tribunal at the time and place indicated in the written notice or subsequently at any postponement of such enquiry, the Tribunal may proceed in either of such events with its consideration of the charge in the absence of such student if the Tribunal is satisfied that the student's non-appearance is wilful and without just excuse.

(c) Range of Sentences

In the event of the Tribunal finding the student concerned guilty it may impose one or more of the following sentences:

- any of the sentences that fall within the jurisdiction of first level tribunals;
- a requirement that the student write a letter/s of apology to persons affected by the student's misdemeanour;
- a fine not exceeding R1500;
- exclusion from the College or such portion thereof as may be specified for a stated period.
- prohibition from visiting certain specified areas;
- disqualification from entry to examinations or cancellation and forfeiture of term marks and/or examination results on conviction for dishonest or irregular conduct in relation to tests, examinations or other forms of assessed work;
- expulsion from the College;
- with the relevant HOD's consent, duties as specified by the HOD to be performed by the student under the HOD's supervision for a period stipulated by the Tribunal, for which no remuneration or credit will be received by the student. The Tribunal may impose collective punishment in the form of one or more of the above sentences, provided that where such collective sentence takes the form of the imposition of a fine, no individual student shall be required to pay more than R1500.

(d) Suspension of Sentence

The Tribunal may suspend any sentence imposed by it for the remainder of the time that such student is registered as a student at the College upon such conditions of good behaviour as it deems proper and provided that a similar offence is not committed during that period.

(e) Publications of Findings

The Tribunal may direct that its findings, together with the sentence or sentences imposed and, if the Tribunal specifically so directs, the name and academic department of the student, be published in such a manner as the Tribunal may specify.

(f) Reporting of Findings

At the conclusion of every inquiry the Tribunal shall notify the student concerned and the General Manager's Tribunal of its findings and sentence it may have imposed and any publication it may have directed. The tribunal may instruct the General Manger to report the findings of any particular case to the parents, guardians, sponsors of the student(s) involved, and/or other educational Colleges.

Approved by:	C Kistan	Doc No.	D2
Originator:	MK Naidoo	Date Released:	19/08/2021
Revision Status:	00	Page no.	Page 7 of 11
Document:	Student Code of Conduct	Controlled copy	

(g) Record Keeping

The Tribunal shall keep a record of all sentences imposed by the Tribunal.

13. DISCIPLINARY APPEAL COMMITTEE

a. Composition

The Board's Tribunal shall consist of:

- Chairperson of the Board/ Executive Director.
- General Manager
- Academic Head
- One or more members of staff nominated by the Board

b. Scope of Jurisdiction

The Board's Tribunal is the highest disciplinary in the College and will deal only with appeals, review sentences of the student Disciplinary Tribunal and deal with inquiries allocated to it by the Prosecutors.

14. PROCEDURE OF THE STUDENTS' DISCIPLINARY COMMITTEE

a. Procedure during the hearing of misconduct

- A charge of misconduct shall be instituted by the General Manager.
- If the General Manager is of the opinion that there are reasonable grounds for a charge of misconduct against a student and that the misconduct of the student concerned is apparently of a serious nature, s/he shall formulate a written charge and convene a hearing by the Student Disciplinary Committee.
- At the commencement of the hearing the charge shall be put to the student and s/he shall have the opportunity to plead to the charge, providing that s/he also have the right to hand in a written statement in explanation of this plea.

In the event of examination/test misconduct, at the time of copying a student may be asked if s/he want to write a statement. At the hearing (for both the admissions and the examinations)

- A charge will be put to the student;
- The student will be asked to plead;
- If a student pleads guilty, a student must be advised that s/he may make a written statement explaining the reason for pleading guilty to the charge. (This is not compulsory);
- If the student pleads not guilty, s/he must be advised that s/he has a right to draft a written statement in his defence. (This is not compulsory);
- Both the chief and the ordinary invigilators' reports must be submitted in the examinations disciplinary hearings.

b. Representation

- The General Manager may, if s/he is of the opinion that a charge so justifies, afford an accused student the opportunity to be assisted by a personnel member and if the student so chooses, the General Manager shall appoint such staff.

Approved by:	C Kistan	Doc No.	D2
Originator:	MK Naidoo	Date Released:	19/08/2021
Revision Status:	00	Page no.	Page 8 of 11
Document:	Student Code of Conduct	Controlled copy	

- The General Manager may initiate the case against the student or appoint a staff member to do so on behalf of the College.

c. Procedure during hearing

The procedure to be followed during a specific hearing shall be determined by the relevant disciplinary committee in accordance with the provisions of these Regulations and although the formal rules of the Law of Evidence shall not apply to the hearing, the accused shall inter alia have the right to:

- give evidence;
- call witnesses or have witnesses called by the staff member who assists him;
- cross-examine the witnesses who testify against him or have them cross examined;
- re-examine his own witnesses or have them re-examined;
- after all evidence has been given, argue his/her case or have it argued by the staff member who assists him/her;
- after conviction present evidence in mitigation of punishment, provided that, if an accused student admits guilt in respect of the charge, the disciplinary committee may decide whether or not evidence regarding the charge should be heard.

The person who prosecutes the case against the accused;

- cross-examine the accused if he has testified, as well as any person or persons who have testified for the accused;
- argue the case after all evidence has been given but before the accused or the staff member assisting him is afforded the opportunity to argue his/her case.

If a disciplinary committee cannot reach a unanimous ruling, the decision of the majority of its members shall be valid.

In the absence of the invigilator’s report, the case must be postponed in the Examinations/Test disciplinary hearings.

The Lecturer’s statement is not necessary in the Examinations/Test disciplinary hearings.

d. Record keeping and publication

- The minutes of the proceedings shall be kept in safe-keeping for at least two years.
- Unless the Chairman of the disciplinary committee otherwise determines, the hearing shall take place in camera and the proceedings of that disciplinary committee shall not be published.

e. Appeal

- A student may appeal against his conviction and/or penalty.
- The Disciplinary Appeal Committee shall hear the appeal cases of the students against findings of the Students’ Disciplinary Committee and will be concluded by the Board of Directors.
- A student shall give the Principal written notice of appeal not later than three days after he has been notified in writing of the decision of the disciplinary committee,

Approved by:	C Kistan	Doc No.	D2
Originator:	MK Naidoo	Date Released:	19/08/2021
Revision Status:	00	Page no.	Page 9 of 11
Document:	Student Code of Conduct	Controlled copy	

against which the committee's decision, appeal is made. In the notice of appeal, he shall fully state the grounds of his appeal.

- At the request of the student, the General Manager may appoint a staff member to assist the student in the formulation of grounds for appeal.
- On receiving the notice of appeal, the Academic Head shall submit it to the disciplinary committee, against which committee's decision appeal is made, with the request that the committee compile an answer to the grounds for appeal to be submitted to the Disciplinary Appeal committee.
- On considering the appeal, the Disciplinary Appeal Committee may decide which procedure it thinks most fit in the circumstances, provided that, in the consideration of an appeal, no argument shall be permitted before the Disciplinary Appeal Committee.
- The Disciplinary Appeal Committee may in part or in whole accept, reject or amend the conviction of the Students' Disciplinary Committee and may impose any of the prescribed sentences which it thinks fit.

15. SUSPENSION OF STUDENT PENDING INQUIRY

The Tribunal may, if it considers such a step to be in the interests of the student or the College, order any student against whom there is an allegation of breach of these rules to comply with one or more of the following directions until the expiry of a period not exceeding 60 days or until final disposition of the inquiry under these rules, whichever shall occur first:

- to cease attending lectures;
- not to enter the precincts of the College or such portion thereof as may be specified by the Tribunal;

16. SUSPENSION OF SENTENCES

The Tribunal may suspend the operation or execution of any sentence imposed by it or by any other tribunal (upon appeal or referral) for a period not exceeding 90 days and upon such conditions of good behaviour as it deems proper.

17. APPEALS

17.1 Procedure

As a result of a finding of guilty, a student may within a period of 10 days of the imposition of any sentence appeal in writing to the Appeals tribunal, setting out fully the grounds for such appeal. The appeal body may call for any additional documentation or other evidence it deems relevant. The appeal body shall, based on the evidence before it, have the power to confirm the decision of the tribunal a quo in all respects, or to alter it as to the findings and/or the sentence imposed.

17.2 Suspension of Sentence during Appeals

The lodging of an appeal shall suspend the operation of any sentence by a tribunal pending the outcome of the appeal.

18. REVIEW

Notwithstanding anything contained in these Rules the Board of Directors may review any disciplinary proceedings. The review may be heard by the Board of Directors or by a Committee appointed by it.

Approved by:	C Kistan	Doc No.	D2
Originator:	MK Naidoo	Date Released:	19/08/2021
Revision Status:	00	Page no.	Page 10 of 11
Document:	Student Code of Conduct	Controlled copy	

19. ENFORCEMENT AND NON-ENFORCEMENT OF CERTAIN SENTENCES

Whether the sentence imposed on a student in terms of these Rules consists of the payment of a fine or of reparation of damage caused or the performance of some other act, the student concerned may be excluded by the General Manager from the College until the payment is made or action performed.

If the operation or execution of any punishment has been suspended in terms of these Rules and the student has observed, throughout the period of suspension, all conditions specified, such punishment shall not be enforced.

20. NON-REMISSION OF FEES

While a student will not normally be granted repayments or remission of academic, residence or other fees paid or payable to the College where any action is taken or sentence is imposed in terms of these Rules, a student may submit to the General Manager a request in writing for such repayment or remission, for final decision by Executive Management.

21. PROCEEDS OF FINES

The proceeds of any fine or payment of reparation of damage caused /imposed in terms of these Rules shall be paid into the general funds of the College.

22. Monitoring & Review of the Policy

- Review of this policy will be done by exercising control over the achievement of set goals.
- This policy will be reviewed every two years or as and when required

Approved by:	C Kistan	Doc No.	D2
Originator:	MK Naidoo	Date Released:	19/08/2021
Revision Status:	00	Page no.	Page 11 of 11
Document:	Student Code of Conduct	Controlled copy	