



**SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE**
EDUCATION OF DISTINCTION

Quality Management System

Policy on Discipline

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SOUTH WEST GAUTENG COLLEGE FOR FET

POLICY NAME: CODE OF CONDUCT FOR STUDENTS

POLICY CODE:

POLICY OWNER: STUDENTS SUPPORT

DATE OF APPROVAL BY COLLEGE COUNCIL:

DATE OF PREVIOUS REVISION:

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1. BACKGROUND AND CONTEXT

South West Gauteng College commits itself in ensuring that as students are preparing themselves for a career, it is necessary to acquire the habits of being orderly. However it also acknowledges their individual and collective responsibility to maintain orderly atmosphere of learning and teaching.

This will ensure that students cannot accept, as an excuse, transgression of the law.

As student relationship should be of a healthy nature for the college to function properly, mutual respect must be known among the diversity of the students who attend the college.

College support the constitutional rights of students.

2. PURPOSE OF THE POLICY

- 2.1 Foster and promote positive relationships and an atmosphere of mutual trust and respect among the students as well as between learners and lecturers.

- 2.2 Ensure that negative behaviour does not prejudice the achievement of the aims of education.
- 2.3 Inform students about unacceptable behaviour and to emphasise acceptable conduct and attitudes
- 2.4 Ensure fair and consistent discipline of students.
- 2.5 Provide a safe study environment.
- 2.6 Establish structures/guidelines for the discipline of students whose conduct or achievement are unsatisfactory, unacceptable and/ or illicit.
- 2.7 Avoid conflict in the student population

3. SCOPE OF THE POLICY

The policy applies to all South West Gauteng College Registered students.

4. RELEVANT LEGISLATION

- 4.1 FET act 98 of 1998
- 4.2 Constitution of South Africa Act 108 of 1996
- 4.3 Examination policy of the College
- 4.4 Occupational Health and Safety Act 1993

5. Terminology and Acronyms

- 5.1 **STUDENT SUPPORT ASSISTANT:** The person designated to assist with students affairs on campus.
- 5.2 **MANAGEMENT:** Personnel members on post levels 3-5
- 5.3 **CHAIRPERSON:** A person on managerial level chairing the hearing
- 5.4 **SUSPENSION:** To be suspended from campus/ college activities for a period of time, whilst investigation is in progress.
- 5.5 **EXPULSION:** Cancellation of registration as a penalty or sanction
- 5.6 **CATEGORISED OFFENCES:** Offences categorised in regard to serious of its nature.

6. Content

6.1 Composition of Disciplinary Committee:

(Consult act and National Policies)

6.2 Misconducts

6.2.1 Endangering Health and Safety of Others

6.2.1.1 Transgression of the regulations of the Occupational Health and Safety Act

6.2.1.2 Be in possession of forbidden articles.

6.2.2 Offensive Behaviour

6.2.2.1 Using offensive or obscene language

6.2.2.2 Unauthorised distribution of pamphlets/documents

6.2.3 Disobedience, Impertinence and Disrespect

6.2.3.1 Disregard of existing or internal instructions

6.2.3.2 Refusal to carry out legal instructions or assignments

6.2.3.4 Undermining authority

6.2.4 Wrong handling of property

6.2.4.1 misuse or loss of college property

6.2.5 Achievement

6.2.5.1 Negligence or indifference in the execution of duties

6.2.5.2 Unsatisfactory achievement as a result of negligence, unreliability, incompatibility and general disinterest in work.

6.2.6 Attendance

6.2.6.1 Deliberate and/or unofficial absence

6.2.6.2 Late coming

6.3 Serious Misconduct

6.3.1.1 Transgressions related to the use and/or misuse of alcohol and/or drugs

6.3.1.2 Illicit possession of alcohol or habit forming drugs on campus

6.3.1.3 Under the influence of alcohol or other habit forming drugs or any other substance while on the college premises.

6.3.4 Wrongful handling of property

6.3.4.1 Unauthorised use and/or abuse of college property for private purposes.

6.3.5 Dishonesty

- 6.3.5.1 Accepting unauthorised commissions, payments, gratuities or presents in cash or otherwise (bribery)

6.3.6 Behaviour

- 6.3.6.1 Wrongful behaviour which could seriously compromise the safety of the College, employees and/or other persons.
- 6.3.6.2 Seriously threatens, disrupts or frustrates teaching or learning in a class.
- 6.3.6.3 Gambling on the College premises.

6.4 VERY SERIOUS MISCONDUCTS

6.4.1 Dishonesty

- 6.4.1.1 Theft or attempted theft
- 6.4.1.2 Fraud or attempted fraud
- 6.4.1.3 Unauthorised possession of College property or that of a fellow student or any other person
- 6.4.1.4 Forging official or personal documents
- 6.4.1.5 Unauthorised use of confidential information for own advantage
- 6.4.1.6 Not carrying a student card

6.4.2 Violence

- 6.4.2.1** Assault, including attempted assaults, threats and/or intimidations
- 6.4.2.2 Unauthorised possession of dangerous weapons on the college premises
- 6.4.2.3 Deliberate or negligent damage to property belonging to the college, students and/or other persons
- 6.4.2.4 Any actions which could endanger either lives or property

6.4.3 Offensive behaviour

- 6.4.3.1 Sexual harassment
- 6.4.3.2 Taking advantage of status or position to further own interests to the detriment of the college

6.4.4 Protest Action

- 6.4.4.1 Incitement to boycott classes or participate in protest actions without having followed the grievance procedures

6.5 DISCIPLINARY ACTIONS

1. STEP 1 – Spoken Warning (Addenda A, B)

Should a student's conduct be such that a spoken warning is warranted, the lecturer could, at the conclusion of a counselling session, issue such a reprimand. This should then be recorded on the student's violation form.

2. STEP 2 – Written Warning (Addendum C)

Should a student's conduct warrant a written warning or if the spoken warning was not effective, the senior lecturer could, on completion of a formal investigation, issue a written warning. The warning should explain the nature of the transgression and should be discussed with the student. Parent/Guardian will be called in to collect and sign receipt of such written warning.

All written warnings automatically lapse after the academic period from date of issue, should offences from the same category not be repeated during those academic period.

3. STEP 3 – Final Written Warning (Addendum D)

(May only be issued after a formal disciplinary action).

Should a student's conduct warrant a final written warning, such a warning may be issued. The final warning is a last attempt to persuade the student to desist from unacceptable behaviour in order to avoid suspension of his/her term of study. The chairperson will explain the nature, seriousness, as well as the implications of further similar conduct in the final written warning and discuss it with the student. Refer to offences as categorised.

All final written warnings automatically lapse after nine (9) months from the date of issue if the same conduct is not repeated during those nine (9) months.

4. STEP 4 – Disciplinary Inquiry

(Letter of suspension may only be issued after a formal disciplinary inquiry)

Should a student's conduct warrant suspension, the chairperson may decide to end the student's week of study. As this is an extremely drastic step the chairperson should consider every possible alternative as well as mitigating circumstances. Should any misbehaviour be of life-threatening/endangering nature, suspension may become of immediate effect whilst suspension investigation is being completed. And recommendation is made to the principal

6.6 CUMULATIVE EFFECT OF WARNINGS FOR DIFFERENT TRANSGRESSIONS

A chairperson may issue a final written warning for general unacceptable behaviour. This may be done in circumstances where a student has already received two (2) written warnings for unrelated transgressions within the term of study.

6.7 SUSPENSION PENDING DISCIPLINARY INQUIRY

A student may be temporarily suspended, pending an investigation into the incident and a disciplinary hearing. This may be in serious cases of misconduct where the possibility exists that the student's presence may impede the investigation. This may also be advisable in order to protect other students and/or staff or to prevent student unrest.

6.8 PROCEDURES BEFORE AND DURING THE DISCIPLINARY INQUIRY

A student shall be served with a written notice of the disciplinary hearing (Addendum E) at least twenty four (24) hours in advance. A copy must be delivered to a parent or guardian of a student.

6.8.1 THE NOTICE WILL CONTAIN THE FOLLOWING INFORMATION

- 6.8.1.1 Date and time of issue of written notice.
- 6.8.1.2 The nature of the alleged transgression.
- 6.8.1.3 The date, time and place of the hearing
- 6.8.1.4 Specific mention of the following rights:
- 6.8.1.5 To be assisted by a fellow students or member of the SRC
- 6.8.1.6 To call witnesses and submit evidence
- 6.8.1.7 To cross-examine the College and/or the complainant
- 6.8.1.8 To put forward and defend his/her own case
- 6.8.1.9 To be informed of the disciplinary hearing's finding on his/her guilt or innocence in respect of the alleged transgression
- 6.8.1.10 To advance mitigating testimony
- 6.8.1.11 To hear what the sanction is
- 6.8.1.12 To have the decision taken or reviewed internally by the campus manager or person appointed by the campus manager

6.8.2 The following persons shall have the right to attend the hearing

- 6.8.2.1 The student who was summoned to attend the disciplinary hearing.
- 6.8.2.2 His/her assistant if applicable.

- 6.8.2.3 Parent or guardian if student is a minor.
- 6.8.2.4 The complainants.
- 6.8.2.5 The Chairperson (campus manager).
- 6.8.2.6 Student support.
- 6.8.2.7 The Scribe.
- 6.8.2.8 The SRC Chairperson.

6.8.3 Duties

6.8.3.1 The chairperson must ensure that the proceedings at the disciplinary hearing are properly minuted. Tape recordings should be made and proper minutes kept by the secretariat.

6.8.3.2 At the start of the disciplinary hearing the chairperson shall explain the procedure to be followed to all present.

6.8.3 PROCEDURES TO BE FOLLOWED AT DISCIPLINARY INQUIRY

- 6.8.4.1 Minutes are to be kept.
- 6.8.4.2. Welcome all present.
- 6.8.4.3 Introduce everybody

- 6.8.4.4 Ensure that the accused student is present.
- 6.8.4.5 The chairperson shall explain to the accused student the purpose of the meeting or hearing.
- 6.8.4.6 Ascertain whether the student is assisted and make sure that he/she is aware of the right of assistance by a fellow student or member of the SRC.
- 6.8.4.7 Ascertain whether his/her witnesses are present.
- 6.8.4.8 Impress on everybody present that
- 6.8.4.9 Answers should be honest and sincere;
- 6.8.4.10 The hearing will be done in a fair and unbiased manner;
- 6.8.4.11 All present should keep the purpose of the meeting in mind.
- 6.8.4.12 Ascertain whether there are any objections against the appointment of the chairperson and if so on what grounds.
- 6.8.4.13 Ensure that the student has been informed about the procedures of a disciplinary hearing and also about the complaint(s) brought against him/her
- 6.8.4.14 Should there be complaints regarding 9 & 10, these complaints should be heard and resolved before continuing with the disciplinary hearing
- 6.8.4.15 The complainant should put the accusations to the student and ensure that he/she received due notice of it writing.
- 6.8.4.16 The chairperson should ask the student to plead to the accusation.
- 6.8.4.17 Should the student plead not guilty, ask the complainant to put his/her case.
- 6.8.4.18 Allow the student to cross-examine the complainant's witnesses.
- 6.8.4.19 Call the complainant's witness(es) to put his/her case and give the student the opportunity to cross-examine the witness(es).
- 6.8.4.20 Ask the complainant to state his/her case.
- 6.8.4.21 Allow the complainant and assistant to question the student.

- 6.8.4.22 Call the student's witness(es) to state his/her/their case and allow the complainant to cross-examine.
- 6.8.4.23 When all parties are satisfied that all the facts have been established, the witness(es), the student assistant and the translator (if applicable) shall leave the meeting with the complainant to await the verdict.
- 6.8.4.24 It is important to note that the case may be postponed for as long as it takes the chairperson to reach a fair decision.
- 6.8.4.25 Should the student be found guilty, allow him/her to submit mitigating factors and to make suggestions on the penalty after being advised of his/her guilt and take that as well as the following into consideration before deciding on the penalty:
 - 6.8.4.26 The student's College record
 - 6.8.4.27 Evaluate each case on merit, bearing in mind previous similar case
 - 6.8.4.28 Previous disciplinary record
 - 6.8.4.29 Decide on penalty.
- 6.8.4.30 Recall the complaint, the accused, the interpreter and the assistant and convey the decision to the accused.
- 6.8.4.31 Inform the accused about the penalty being imposed and furnish reasons for this decision.
- 6.8.4.32 Explain his/her right to appeal.
- 6.8.4.33 The chairperson shall complete all necessary documentation and hand it to the responsible member of staff for filing.

6.9 PROCEDURES BEFORE AND DURING THE DISCIPLINARY INQUIRY APPEAL

- 6.9.1 Should the student disagree with the findings and/or sanction of the chairperson, he/she may submit an appeal to the campus manager or person appointed by the campus manager. This should occur as soon as reasonably possible (maximum 2 days) after the conclusion of the disciplinary hearing. The appeal form should be completed by the student and submitted to the campus manager or the person appointed by the Rect. The student may for example submit that:
 - 6.9.1.2 The Chairperson of the disciplinary hearing has made an incorrect factual judgement;
 - 6.9.1.3 In the face of overwhelming circumstantial evidence there is insufficient proof of guilt;
 - 6.9.1.4 There were procedural irregularities at the disciplinary hearing which seriously prejudiced the student;
 - 6.9.1.5 The facts submitted as evidence at the disciplinary hearing did not substantiate the inferred misconduct;
 - 6.9.1.6 The sanction was too severe.
 - 6.9.1.7 The campus manager or person appointed by the campus manager reviewing the hearing, should make use of the records of the original hearing in order to conclude the matter

- 6.9.1.8 Should no accurate record of the disciplinary hearing be available, the campus manager, or the person appointed by the campus manager in the review procedures, should conduct a new enquiry . This would mean that all the witnesses will be recalled to give evidence.
- 6.9.1.9 The campus manager, or person appointed by the campus manager, should conclude the matter as soon as possible and convey his decision to the parties, after which the decision shall be final.

6.9.2 Composition of Appeal Committee

- ✍ Campus manager
- ✍ HOD/Director of school
- ✍ SRC President/ Secretary
- ✍ Campus Chairperson
- ✍ Accuser

6.10 GRIEVANCE PROCEDURE

- 6.10. The College acknowledges that any student who has a grievance or is dissatisfied with any matter concerning the student's situation or conditions at College, shall have the right to lodge a grievance with College Management.
- 6.10.1 The College resolves to consider and attempt to resolve any such grievance at the earliest possible stage to the satisfaction of everyone
- 6.10.2 Accordingly the College has agreed to implement a grievance procedure, the main purpose of which will be to prevent and resolve conflict in the College and to protect the interests of management and learners.

6.11 PRINCIPLES

- 6.11.1 Any student or group of students may lodge grievances which directly concern them in terms of the grievances procedure. These grievances must be lodged in writing within five days and give all necessary details
- 6.11.2 Any grievance lodged will be attended to as speedily as possible and will not be unreasonably delayed.
- 6.11.3 Management will consider all grievances lodged in a fair and just manner
- 6.11.4 No victimisation of any students who has lodged a grievance will be tolerated.
- 6.11.5 Parties may call witnesses to testify.
- 6.11.6 Witnesses may be questioned.
- 6.11.7 The investigation will not proceed if the aggrieved party is not present.

6.11.8 Any student lodging a grievance may be accompanied and represented at any stage of the procedure by a student of his/her choice, or by a SRC member of the College

6.12 PROCEDURE

6.12.1 Step One – Student Support Officer

6.12.2 Any student who has a grievance must first bring it to his/her Campus student support Officer's attention, who will try to resolve the issue within one day of the issue being raised.

6.12.3 If the students are not satisfied with the students Support Officer decision, then the students shall have the right to raise a formal grievance with the Head of Department, within two days of the decision.

6.13 Two – Campus Step Management Level

6.13.1 If the student is not satisfied with the Head of Department's decision, or if the grievance concerns the student's Head of Department, then the student shall complete a Formal Grievance Form (Addendum F) and submit it to the next level of management, being the deputy principal academic, within two College days of the decision.

6.13.2 The relevant deputy principal academic shall arrange a meeting within one College day after having received the Formal Grievance Form. The parties concerned may extend the time upon agreement. The meeting which shall be attended by the student, a representative (if requested by the student), and the student support Officer shall be chaired by Deputy Principal. The deputy principal academic shall see to it that minutes are kept of such meeting, whether written or on a tape, however, any decision made shall be recorded on the Formal Grievance Form.

6.13.3 If no satisfactory answer has been received by the student within two College days of the Formal Grievance Form the student should be advised to take the issue to College Council, which must be done within two College days of the deputy principal decision.

6.14 Step Three – College management

This step is the highest level in the College hierarchy College Council.

6.14.1 The deputy principal academic in Step Two will advise College management who shall arrange a meeting , consisting of all the parties in Step Two, within two College days after the decision of the has been passed to the student.

This time period may be extended by consent of the parties concerned. Minutes, which shall be kept of such meeting, may be either in writing or on a tape recording, however, any decision made shall be recorded on the Formal Grievance Form and such decision shall be conveyed to the student within two working days after the date of the meeting.

6.14.2 Should the student still be dissatisfied with the result, he/she may make use of the statutory dispute resolving procedure or, where applicable, the dispute settling procedure as set out in any collective agreement which may be in force at the time.

NOTE: The Students Support Manager, Deputy Principal Academic, may consult with other members of management or outside consultants in order to reach clarity on any issues.

7.

- A Invitation to a Personal Counselling Session**
- B Violation form**
- C Written Warning**
- D Final Written Warning**
- E Notice to Attend Disciplinary Inquiry**
- F Grievance Form**

Addendum A

INVITATION TO A PERSONAL COUNSELLING SESSION

(TO BE COMPLETED IN DUPLICATE)

STUDENT: _____

GROUP: _____

Dear Student

You are invited to a personal counselling session regarding the following:

Please be present in: _____ At _____

On _____

.....
Lecturer

.....
Student

Addendum B

**TO BE COMPLETED BY LECTURER FOR THE FIRST THREE VIOLATIONS.
THEREAFTER STEP NO 1 TO BE FOLLOWED**

VIOLATIONS

STUDENT: _____

GROUP: _____

SUBJECT: _____

LECTURER: _____

DATE	VIOLATION	STUDENT SIGNATURE	LECTURE SIGNATURE	NOTES

WRITTEN WARNING

Department: _____ Date: _____

Name of student: _____ Student no: _____

Offence: _____

Date of offence: _____

Short description of incident: _____

Issued by:

Name: _____ Signature: _____

Student's signature: _____ Witness: _____

Must be issued in duplicate
Must be put on student's personal file
FOR A TERM

ADDEDUM D FINAL WRITTEN WARNING

Name of student: _____ Student No.: _____

Offence: _____

Date of offence: _____

Short description of incident: _____

Issued by:

Name: _____ Signature: _____

Student's signature: _____ Witness: _____

Must be issued in duplicate
Must be put on student's personal file
Valid for A TERM

NOTICE TO ATTEND DISCIPLINARY HEARING

Name of student: _____ Date: _____

You are hereby informed of a disciplinary hearing. Attendance of the hearing is compulsory and failure to attend will lead to the hearing being conducted in your absence.

Date	Time	Nature of the alleged offence

Details of the hearing

Date: _____ Time: _____

Venue: _____

NOTE _____

- . You have the following rights:
- . You are advised to prepare yourself
- . To have an assistant who is a student at this College or a member of the SRC
- . To state your case and defend yourself
- . To have an interpreter
- . To be told whether you are found guilty or not
- . To give mitigating evidence
- . To hear what the penalty is
- . To take the decision on internal review

Issued by: _____ Received by student: _____

Witnesses: _____

Title: _____ Date & time received: _____

MUST BE ISSUED IN DUPLICATE

FORMAL GRIEVANCE FORM

TO BE COMPLETED BY GRIEVANT:

Date: _____

Name of Grievant: _____

Department: _____

Student Affairs Officer's name: _____

Nature of grievance

Date grievance reported to Student Affairs Officer: _____

Settlement desired: _____

Signature of grievant: _____

Step One - Student Affairs Officer/HOD

Comments or additional information: _____

Date: _____

Signature of HOD: _____

Student Affairs Officer: _____

(2)

Outcome of grievance (or reasons for failure to reach settlement) to be recorded by Student Affairs Officer/HOD/College Council, whichever is appropriate.

Accepted by grievant _____ Not accepted by Grievant _____

Signature: _____ Date: _____

Signature of witness: _____ Date: _____

STEP TWO - COLLEGE COUNCIL

Date of meeting: _____

Time of meeting: _____

Place of meeting: _____

Result of meeting: _____

Accepted by grievant _____ Not accepted by grievant _____

Signature: _____ Date: _____

Signature of witness: _____ Date: _____

Signature of Chairperson: _____ Date: _____

The College strongly supports the constitutional rights of the students. However, it also acknowledges their individual and collective responsibilities to maintain an orderly atmosphere of teaching and learning.

The following rights are recognised:

- 7.1.1 The right to dignity.
- 7.1.2 The right to freedom of expression
- 7.1.3 The right to freedom of association
- 7.1.4 The right to freedom of movement
- 7.1.5 The right to freedom of religion, belief and opinion
- 7.1.6 The right to have access information
- 7.1.7 The right to freedom from discrimination
- 7.1.8 The right to representation
- 7.1.9 The right to assembly and demonstration
- 7.1.10 The right to air grievances
- 7.1.11 The right to a healthy environment

In order to achieve the mission of the College, while protecting the rights of all concerned, students are required to conduct themselves in an orderly, adult manner and to abide by all the rules and regulations that pertain to the College.

Right of admission is reserved.

Ignorance of the rules cannot be accepted as an excuse for transgression.

As student relationships should be of a healthy nature for the college to function properly, mutual respect must be shown amongst the diversity of students who attend the college

7.3 ABSENTEEISM AND CLASS ATTENDANCE

Best chance of succeeding at their studies The College regards attendance as a crucial pre-requisite for learners to have the. As a result, absenteeism without permission is viewed in a serious light and disciplinary measures are taken against those who fail to adhere to this condition.

- 7.3.1 Should a student arrive late, he will have already been marked absent. It is his responsibility to ask the lecturer to change the register to indicate his presence.
- 7.3.2 Students should at all times be punctual for lectures.
- 7.3.3 Students are expected to attend lectures of the subjects for which they are registered.
- 7.3.4 Condoned absence includes illness (substantiated by a valid medical certificate), death in the family, attending an interview, trade testing or undergoing a driver's licence test.
- 7.3.5 Should the attendance record of a student prove unsatisfactory, the learner may be refused examination entrance.

7.4 COMPUTER FACILITIES

GENERAL

You may use the computer facilities on condition that you adhere to this Code of Conduct.

- 7.4.1 Copies of the Code of Conduct will be available in the Computer Centre
- 7.4.2 It is the duty of the staff members to enforce this Code of Conduct
- 7.4.3 Students who do not follow the rules regarding the usage of the computers could face disciplinary action.
- 7.4.4 Students may not be excessively noisy when using the computers.
- 7.4.5 Smoking, eating and drinking are forbidden when using the computers.

7.5 USING THE COMPUTERS

- 7.5.1 The computers and programmes are provided on the understanding that they are used properly.
- 7.5.2 No person is allowed to tamper with the hardware and electric cables of the computers.
- 7.5.3 Changing the fixed configurations or defaults of the computer is forbidden.
- 7.5.4 Faulty equipment must be reported immediately to the person in authority.
- 7.5.5 It is forbidden to transmit or store any files which extend beyond the accepted limits of college behaviour and integrity.
- 7.5.6 Computers in the computer centre may not be used for the playing of games.

7.6 SECURITY

- 7.6.1 Computer users may not try to access, copy or change software stored on the machines which is not for their use.
- 7.6.2 Access to any files or e-mail owned by another user is forbidden
- 7.6.3 The security system may not be undermined in any way.
- 7.6.4 No attempt should be made to gain passwords by dishonest means.
- 7.6.5 Where access to a network is protected by a password, it may only be accessed using the password.
- 7.6.6 Knowledge of a password does not mean permission has been given to access the network.
- 7.6.7 Faulty security systems should be reported immediately to Computer Centre Supervisor.

7.7 COMPUTER MISUSE

- 7.7.1 Users may not browse, access, copy or change files belonging to others
- 7.7.2 The use of viruses and other invasive software which can be **destructive is unethical and illegal.**
- 7.7.3 Deliberately causing a system to fail or a server to crash is considered to be a serious misconduct.
- 7.7.4 Transmission or display of material which is considered obscene, insulting or racist is forbidden.

7.8 INTERNET USE

- 7.8.1. A student is illegible to make use of the internet at any of the campuses provided a student card is used.
- 7.8.2 Access has to be booked in advance with the Computer Centre Supervisor.
- 7.8.3 A student will only have one hour to access the Internet unless otherwise arranged.
- 7.8.4 In order for a student to have access to the Internet, a connection fee must be paid to the cashier and the receipt must be produced when the booking is made.
- 7.8.5 Provocative pictures, paedophilia and/or pornography accessed on the Internet is forbidden and is punishable as serious misconduct.

7.9 CLASSROOM

- 7.9.1 No personal documents may be typed or printed in the classrooms.
The Computer Centre must be used for this purpose

- 7.9.2 No student may under any circumstances touch a printer, unless on the instruction of a lecturer.
- 7.9.3 In order to prevent the spread of viruses, no private diskettes may be brought into the classroom.
- 7.9.4 Student may not reboot the computers without the express permission of a lecturer.
- 7.9.4 NO games may be played on the computer.
- 7.9.5 All chairs must be pushed in and workstations must be left clean and tidy at the end of a lecture.
- 7.9.6 Computers may not be moved around.
- 7.9.7 It is imperative that students shut down the computer properly before switching it off.
- 7.9.8 All programmes must be closed before the learner leaves the classroom.
- 7.9.9 It is the responsibility of the last class of the day to ensure that the classroom is ready for the following day.
- 7.9.10 Internet usage in the classroom is subject to the same Internet rules applicable to the Computer Centre.
- 7.9.11 Student may work on the classroom server.

7.10 LECTURE ROOM BEHAVIOUR

- 7.10.1 Lecture Rooms must be used in the most effective way possible
- 7.10.2 Permission to use a room outside of lecture times can only be granted by the lecturer in charge of that room.
- 7.10.3 Security personnel must be informed about Lecture Rooms being used after hours
- 7.10.3 Derogatory remarks and insulting behaviour are not allowed
- 7.10.4 The room must be kept clean and tidy
- 7.10.5 No eating and drinking is allowed
- 7.10.6 Weapons may not be brought into the room
- 7.10.7 Pornography is forbidden in the lecture room
- 7.10.8 Cellphones must be switched off before entering the room
- 7.10.9 Improper language and activities in the lecture room are prohibited
- 7.10.10 Students must be punctual
- 7.10.11 Consumption of alcohol and drugs in the lecture rooms is considered a serious misconduct
- 7.10.12 Students are expected to be in possession of all necessary textbooks and equipment
- 7.10.13. It is the responsibility of the learners to look after their possessions and learning material
- 7.10.14. Student's cards must be produced whenever requested
- 7.10.15. Provocative dress and accessories are forbidden e.g. Dark sunglasses
- 7.10.16. Lecturer's desks, cupboards, bookshelves, audiovisual aids and other personal items are strictly out of bounds.
- 7.10.17. Lecture Room equipment may not be removed or moved around unless on the instruction of the lecturer
- 7.10.18 Good record of class attendance must be maintained.

7.11 LIBRARY AND STUDY CENTRE

- 7.11.1. A student is eligible to make use study centres at any of the campuses, provided a valid student card is produced.
- 7.11.2 Cellphones must be switched off before entering the centre.
- 7.11.3 Food and drink is not allowed in the centre
- 7.11.4 Tranquillity is a principle which must be upheld by all persons using the centre
- 7.11.5 Smoking is prohibited
- 7.11.6 Students may not steal, illegally claim, destroy or remove property from the centre
- 7.11.7 The centre must be kept clean and tidy at all times

7.12 WORKSHOP

Strong discipline is essential in the workshops where playing around and/or key word and learners who violate the safety code will be severely reprimanded.

learners are not allowed in the workshops without the lecturer being present.

7.12.1. WORKSHOP PROCEDURE

- 7.12.1.1 The lecturer in charge of the group of students reporting to the workshop checks the tool boards and equipment to ensure that all the tools and equipment are accounted for.
- 7.12.1.2 Each group has a toolboard monitor who also checks the toolboard and equipment. He must report to the lecturer regarding the status of the tools.
- 7.12.1.3 Students may then enter the workshop.
- 7.12.1.4 Practical work commences after administrative activities have been completed.
- 7.12.1.5. Fifteen minutes before the end of the session, the workshop must be cleaned and all tools stored and placed on the toolboards.
- 7.12.1.6 The tool boards and equipment are once again checked by the lecturers and the monitors.
- 7.12.1.7 If all is satisfactory the students may leave the workshop.
- 7.12.1.8 Health and Safety Rules must be adhere to.

7.13 MISSING TOOLS/THEFT

If, when checking the toolboards and equipment at the end of a session, it is found that equipment is missing, the following procedure must be followed:

- 7.13.1 The group is kept in the workshop and the Senior Lecturer is called.
- 7.13.2 The lecturer and Senior Lecturer check the boards together.
- 7.13.3 The Senior Lecturer asks the lecturer and the monitor if they checked the toolboards at the beginning of the session.
- 7.13.4 If the answer is no, the lecturer is responsible for the loss and must replace the equipment.
- 7.13.5 If the answer is yes, the lecturer is not to blame.
- 7.13.6 If the lecturer and tool monitor have done their duty, the students are told to search for the equipment. If not found the entire group will be responsible for the replacement of the equipment.

8 EXAMINATION REGULATIONS

- ✍ Students should read and follow the instruction on a examination time table

9 CAFETERIA

The use of the facilities at the college must be a pleasant experience for all; therefore the behaviour of students in the cafeteria must be beyond reproach.

The following rules are applicable in the cafeteria:

- 9.1 The cafeteria must be kept clean at all times.
- 9.2 Students must clear their tables before they leave the cafeteria.
- 9.3 Students must use the bins provided.
- 9.4 Furniture may not be taken out of the cafeteria.
- 9.5 Smoking is not allowed inside the cafeteria.
- 9.6 All recreational tables must be used correctly.
- 9.7 The cafeteria supervisor controls pool table items.
- 9.8 Chairs and tables must be replaced if they have been moved to watch a game.

10 DRESS CODE

As students are preparing themselves for a career it is necessary to acquire the habit of being neatly dressed at all times. Certain unsuitable clothing and accessories are not part of the dress code in any working environment and should therefore be avoided when attending class. Students are expected to dress neatly and correctly at all times. Good personal grooming is of the utmost importance.

The following rules are applicable in all the buildings and grounds:

10.1 FEMALE STUDENTS

- 10.1.1 Provocative dress is forbidden..
- 10.1.2 No T-shirts with offensive slogans or satanic signs.
- 10.1.3 No visible pierced jewellery other than earrings will be allowed.
- 10.1.4. No torn denims.
- 10.1.5 Hairstyles must be neat and tidy and such that it would be acceptable in the workplace.

10.2. MALE STUDENTS

- 10.2.1 Sleeveless T-shirts may not be worn.
- 10.2.2 T-shirts with offensive slogans will not be allowed.
- 10.2.3 Neat shorts, but no running shorts.
- 10.2.4 Torn denims and "ski-pants" are not permitted.
- 10.2.5 Long hair should be kept neat and tidy, and away from the face.
- 10.2.6 All hairstyles must be acceptable.
- 10.2.7 No visible pierced jewellery other than earrings will be allowed.
- 10.2.8 Only closed shoes are allowed.