



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**





**SEDIBENG TVET COLLEGE**  
"GROW WITH THE FLOW"

## **STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES**

**The Student Code of Conduct and Disciplinary  
Procedures is issued on the authority of the Council of  
Sedibeng TVET College.**



## DOCUMENT CONTROL SHEET:

Document title:  <b>STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES</b>	Formal document number	
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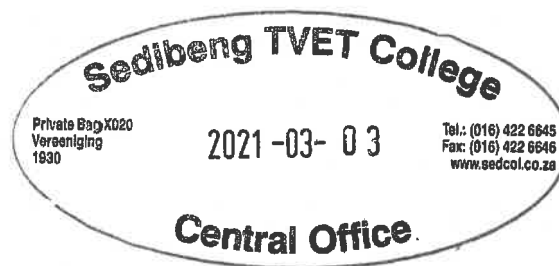
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## 1. PURPOSE

Sedibeng TVET College Student Code of Conduct and Disciplinary Policy strives to create an environment that is conducive to optimal teaching and learning and where the rights of all are respected.

Sedibeng TVET College requires all students to behave ethically, respectfully and responsibly.

The Principles which underpin this Code of Conduct and Disciplinary Policy are:

- Transparency
- Trust
- Integrity
- Accountability
- Respect
- Diversity
- Fairness
- Good Practice and mutual responsibility for maintaining an ethos and an environment conducive to safety, security, health and wellbeing.

Parents, guardians and employers have a responsibility to ensure that their children/employees conduct themselves according to the behaviour norms set out in this Code of Conduct and must ensure that such students meet the standards.

The College will contact relevant parties should a student's behaviour become a cause for concern.

## 2. TERMINOLOGY

**2.1. Copyright** is part of a group of intellectual property rights, which provide legal protection to creators of works of the mind. Copyright in South Africa is governed by the Copyright Act No. 98 of 1978, as amended and the Regulations made in terms thereof.

**2.2. Gathering** means any formal or informal meeting, including protest actions or demonstrations, occurring on Sedibeng TVET College's premises or public roads surrounding college premises.

**2.3. He** includes him/her and is not gender-specific.

**2.4. Misconduct** comprises behaviour within or without the boundaries of the College, without justification, which:

- a) constitutes a breach of any college rule or regulation;
- b) constitutes a failure or refusal to comply with any sanctions or request imposed or made under these rules;
- c) constitutes a failure or refusal to obey a reasonable request, and
- d) constitutes conduct that tends to bring the College or any part of it or a member of staff or

student or any part of its student body into contempt or disrepute or found guilty in a court of law.

**2.5. Plagiarism** is regarded as the theft or use of the ideas, written material and intellectual or artistic products of others passed off as one's own.

**2.6 Pornography** is the explicit portrayal of sexual subject matter (various media, ranging from books, magazines, postcards, photos, sculptures, drawing, paintings, animations, sound recordings, films, videos, or video games) for sexual arousal and erotic satisfaction.

**2.7 Protest action/march** means any action or conduct through which grievances or dissatisfaction are brought to the College's attention in an organised manner after all internal processes and procedures have been exhausted.

### 3. SCOPE OF POLICY APPLICATION

The Code of Conduct and Disciplinary Policy applies to all students who register with Sedibeng TVET College. While on the college premises, it remains in effect in college buildings, at college-related functions or while conducting college business or representing the College.

A violation of the Student Code of Conduct and Disciplinary Policy and/or any form of misconduct or criminal convictions -will result in disciplinary action and/or further appropriate actions.

The College may suspend or cancel the registration of any student due to poor mental health. This decision will be taken in consultation with a registered medical practitioner.

### 4. RELATED POLICIES AND LEGISLATION

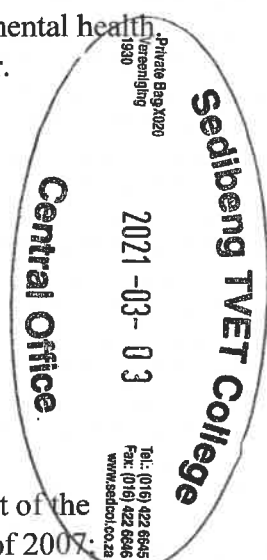
4.1 The policies and legislation related to this policy are:

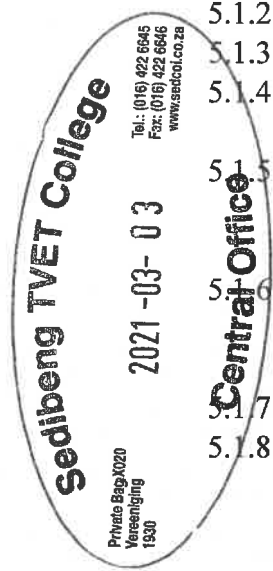
- 4.1.1 Continuing Education and Training Act, No.16 of 2006.
- 4.1.2 Constitution of the Republic of South Africa, No.108 of 1996;
- 4.1.3 Education White Paper 6, 2001;
- 4.1.4 Constitution of the Republic of South Africa, No.108 of 1996;
- 4.1.5 Tobacco Products Control Act, No.83 of 1993;
- 4.1.6 National Policy on the Conduct, Administration and Management of the Assessment of the National Certificate (Vocational), No. 30287 of 2007;
- 4.1.7 Public Further Education and Training College Attendance and Punctuality Policy, (Signed by Director General 15/11/2013); and
- 4.1.8 DHET Guidelines for Bursary Administration;

### 5. POLICY STATEMENTS

#### 5.1 STUDENT BEHAVIOUR

- 5.1.1 Students are expected to be courteous and considerate towards fellow students and members of staff at all times.





- 5.1.2 No intimidation, physical or emotional threats, or bullying will be tolerated.
- 5.1.3 Students may not disrupt the learning of other students.
- 5.1.4 Students are not permitted to engage in inappropriate and unwelcome behaviour with staff or students of Sedibeng TVET College.
- 5.1.5 All students are responsible for their own safety and may not jeopardise other students and staff's safety while on College premises or when involved in College-related activities.
- 5.1.6 Discrimination based on race, religion, colour, nationality, ethnic or national origin, gender, sexual orientation, age, marital status or disability will not be permitted at Sedibeng TVET College.
- 5.1.7 Vulgar (Swearing) and abusive language is not allowed.
- 5.1.8 Students may not engage in or become a party to an unlawful act. Immediate expulsion may be conducted where students have acted unlawfully on Sedibeng TVET College premises, organised college excursions and at any place where the College is represented. Unlawful action outside college premises may result in disciplinary action should a conviction be made.

## 5.2 STUDENT CARDS

- 5.2.1 Student cards are issued to all students and remain the property of Sedibeng TVET College.
- 5.2.2 A student must have a valid student card on their person during college hours, on organised college excursions and at any place where the College is represented.
- 5.2.3 The student must produce their card on request when called to do so by a member of staff or other authorised personnel.
- 5.2.4 Student cards are only valid to gain access to the Campus where the student is registered.
- 5.2.5 A student may not alter or deface their student card.
- 5.2.6 A replacement fee will be charged to reprint a replacement card.
- 5.2.7 A student may be denied access to the college grounds or activities if unable to produce a student card.

## 5.3 STUDENT VEHICLES

- 5.3.1 Student vehicles may only be parked in designated parking areas/bays.
- 5.3.2 No loud music may be played from vehicles.
- 5.3.3 Speeding, reckless driving and wheelies will not be tolerated on college premises.
- 5.3.4 Vehicles parked on the property of Sedibeng TVET College may be subjected to a security search.
- 5.3.5 The College will not be responsible/liable for any claims or damage, or loss to student vehicles.
- 5.3.6 Students must take their own safety precautions to safeguard their vehicles on college premises.
- 5.3.7 Students must have a relevant valid driver's license.
- 5.3.8 Students will be liable for any damages to college property.

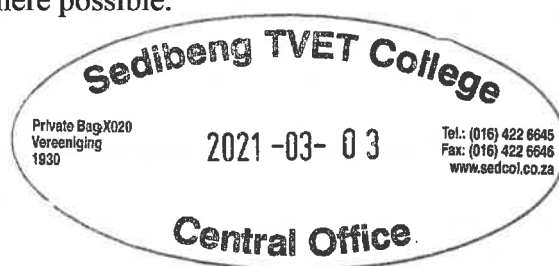
## 5.4 CLASS ATTENDANCE

- 5.4.1 The attendance of classes and practical sessions is compulsory for all students.
- 5.4.2 An 80% class attendance for all subjects is required.

- 5.4.3 Students receiving bursaries must attend at least 80% of all classes, failing which the bursary may fall away. The student then becomes liable for the full tuition fee and any other related fees before continuing with lectures.
- 5.4.4 Students applying for bursaries must submit all NSFAS documentation before being allowed into class.
- 5.4.5 Bursaries may be paid pro-rata to attendance.
- 5.4.6 A medical certificate or relevant documents must be produced justifying the reason for the student's absence.
- 5.4.7 Students who are more than 10 minutes late for classes will be marked as late. A record thereof will be maintained.

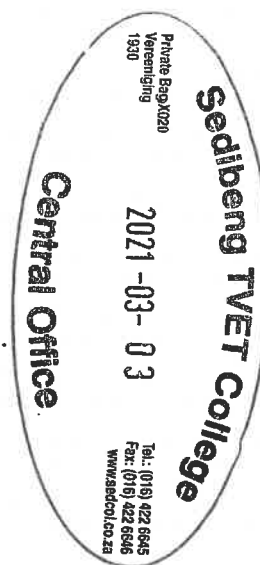
## 5.5 EXAMINATIONS

- 5.5.1 Students must meet the relevant programme requirements in which they are pursuing their studies to qualify for admission to examinations.
- 5.5.2 Students must consult the examination timetables displayed on notice boards before each examination. The onus is on the student to be acquainted with the timetable. **Misinterpretations** by the student will not be accommodated.
- 5.5.3 Students are expected to write all the required tests and examinations on the College and Department of **Higher** Education and Training's specified dates.
- 5.5.4 Students who are absent for tests/examinations/assessments due to illness must submit a doctor's certificate to the relevant Senior Lecturer/exam officer immediately on their return to College.
- 5.5.5 The correctness of the examination entry is the responsibility of the student.
- 5.5.6 Students who fail to produce a medical certificate on absenteeism during tests/examinations will obtain a mark of 0% for the test/examination.
- 5.5.7 Students must arrive at the examination centres thirty (30) minutes before starting an examination and should have their student identity cards and their examination permits (see National policy) with them.
- 5.5.8 Students may not take a cellular phone, I-Pods or Programmable Calculators into an examination venue.
- 5.5.9 Extra time and support is a privilege extended only to students whose proven disability prevents them from writing an examination in the normally allotted time.
- 5.5.10 Students must familiarise themselves with all the examination regulations.
- 5.5.11 Students must obey the instructions of the invigilator.
- 5.5.12 Students found guilty of any exam irregularity will be dealt with according to the examination prescriptions laid out by the Department of **Higher** Education and Training.
- 5.5.13 A student who has not paid all fees and monies due to the College will not receive **their** certificate, but the final examinations' results will be released.
- 5.5.14 The College may refuse a student admission to examinations due to poor mental health, especially if the student poses a threat to himself or the College's students and staff. This decision will be taken in consultation with a registered medical practitioner, where possible.



## 5.6 DRESS CODE

- 5.6.1 Students are required to be dressed neatly and appropriately at all times and are not allowed to wear clothing with offensive slogans.
- 5.6.2 Sports team, college, and fashion brand names on clothing are generally acceptable.
- 5.6.3 Students in practical sessions must be dressed appropriately and following Health and Safety regulations.
- 5.6.4 Inappropriate dress code is considered as but not limited to:
- a) revealing or transparent clothes.
  - b) exposed underwear.
  - c) bare belly.
  - d) excessive cleavage.
  - e) clothing with words, terms or pictures that may be offensive.
  - f) pyjamas.
  - g) bathing costumes or clothing used for swimming.
- 5.6.6 Violation of the dress code will result in disciplinary action.



## 5.7 ALCOHOL AND NARCOTIC SUBSTANCES

- 5.7.1 Sedibeng TVET College reserves the right to perform random property and bodily searches and/or testing and call on law enforcement's assistance when necessary.
- 5.7.2 The possession, use of and any selling or trading in liquor, narcotic substances or any mind-altering substances is strictly prohibited during official college hours, at college events, while on college-related business and while conducting or undergoing work placement, shadowing or exposure and will lead to immediate suspension and criminal action.
- 5.7.3 Students suspected of being under the influence of liquor, narcotic substances or any mind-altering substances will be removed from the college premises. Appropriate Disciplinary steps will be taken.
- 5.7.4 Parents/guardians will be requested to send the student for testing within 24 hours of the suspension. Students, accompanied by parents, must return with the results from the medical practitioner. If the results are negative, the student may return to the College. Disciplinary action will be taken in the event of a positive result.
- 5.7.5 The provision of alcoholic beverages to and use by persons under the age of eighteen is expressly prohibited.

## 5.8 SMOKING

- 5.8.1 Smoking is not allowed on college premises or in college vehicles following Government Health regulations.
- 5.8.2 Smoking may only occur in designated zones.



- 5.8.3 The legislation states that children under 18 years are not allowed to buy or use tobacco products. If a student does not adhere to this policy, disciplinary action will be taken.

## **5.9 COLLEGE PROPERTY**

- 5.9.1 Students must respect the property and furnishings of Sedibeng TVET College and guard against any action that may result in damage, misuse, vandalism or defacement of any nature.
- 5.9.2 A student will be guilty of an offence if he wilfully or negligently destroys damages, removes or defaces any property of Sedibeng TVET College.
- 5.9.3 The student and parents/guardian will be held liable for damages, and further disciplinary action may be taken against the student.
- 5.9.4 Students must report the damage, destruction, misuse, defacement or removal of any Sedibeng TVET College property to the Campus Manager. This information will be treated as confidential.
- 5.9.5 All students are subject to certain regulations that concern the use of software and all computer facilities (including the Internet) and must abide by the regulations set out in the policy on the use of computers. Students are responsible for their passwords and login numbers, and negligence in this regard will be the student's responsibility.
- 5.9.6 Students may not enter staff areas unless accompanied by a staff member or with special permission from a staff member.
- 5.9.7 Littering is prohibited.

## **5.10 INITIATION**

- 5.10.1 No form of initiation is permitted, nor may students participate in any initiation ceremony or activity.

## **5.11 PHOTOGRAPHS / VIDEO**

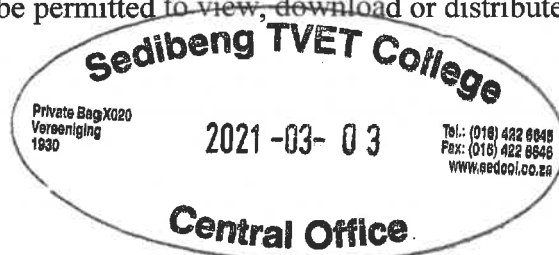
- 5.11.1 Students will not be permitted to improperly photograph or conduct video or audio recordings of inappropriate scenes. If a student is a recipient of inappropriate photographs or videos, it may not be distributed but must be reported to the Campus management.
- 5.11.2 Students are not allowed to photograph or video staff members without their consent.

## **5.12 PERSONAL BELONGINGS AND VALUABLES**

- 5.12.1 Sedibeng TVET College is not responsible for the loss, theft, damage or destruction of or to students' property while such property is on the college premises, in college buildings or at college-related functions, regardless of the cause of such damage or loss.

## **5.13 INTERNET USE**

- 5.13.1 Refer to Sedibeng TVET College IT Policy.
- 5.13.2 Students will not be permitted to view, download or distribute videos, games or movies.



- 5.13.3 Students may not view, download or distribute pornographic images or exhibit any form of voyeuristic behaviour/practices.

#### **5.14 FIREARMS AND DANGEROUS OBJECTS/WEAPONS**

- 5.14.1 No weapons of any kind are allowed on college premises.  
5.14.2 Possession of a weapon of any kind will lead to disciplinary action and possible criminal action.  
5.14.3 Students are compelled to report the possession of weapons to the Campus Manager.  
5.14.4 If weapons are found, they will be confiscated.

#### **5.15 TELEPHONE CALLS AND VISITORS**

- 5.15.1 College phones are not available for student's private calls.  
5.15.2 Students may not be called out of class to receive telephone messages unless it is an emergency and then only at the campus manager's discretion.  
5.15.3 No telephonic message can be given to students unless it is an emergency. Sedibeng TVET College accepts no responsibility for the delivery of these messages.  
5.15.4 Cellular telephones may not be switched on or used during lessons, assemblies or examinations. They should also not be used as calculators during assessments, tests or examinations. Earphones must be removed from the ears.  
5.15.5 Students may not receive visitors on Campus during college hours.  
5.15.6 Students may not bring visitors to college premises unless special permission has been granted. This is at the discretion of the Campus Manager.  
5.15.7 Hostel students must be permitted by Campus before a visit occurred. In the event visits occur out of College hours, permission must be requested by the designated Hostel Boarding Master or Matron.

#### **5.16 STUDENT GATHERINGS, PROTEST DEMONSTRATIONS AND PETITIONS**

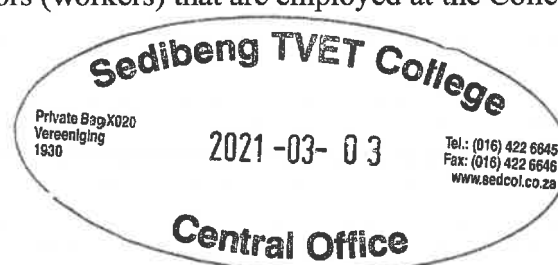
- 5.16.1 No petition may be distributed or circulated by students on the College campuses without the campus manager's written permission.  
5.16.2 No student or student body may arrange or hold gatherings on College premises without permission from the Campus Manager.

#### **5.17 MEDICAL ASSISTANCE**

- 5.17.1 Sedibeng TVET College will acquire medical assistance in the event of it being urgently required.

#### **5.18 CHARACTER DEFAMATION**

- 5.18.1 Students are not permitted to communicate in an insulting, abusive or malicious manner about (or to) the staff or students of Sedibeng TVET College as well as contractors (workers) that are employed at the College (campuses) from time to time.



## 5.19 PHOTOCOPIES

- 5.19.1 Students will not unlawfully acquire, reproduce or transmit any form of study material (written or electronic). Such an act will be in contravention of the Copyright Act No 98 of 1978 as amended.

## 5.20 PLAGIARISM

- 5.20.1 Plagiarism is not permissible and is considered a form of dishonesty.

## 5.21 DISHONESTY

- 5.21.1 Students are prohibited from copying other students work.

## 5.22 COPYRIGHT

- 5.22.1 Users of copiers and printers at Sedibeng TVET College must ensure that the copying falls within the Copyright Act limits outlined.

- 5.22.2 To assist users with determining what materials may be copied, the following guidelines may be used:

- a) single copies for private study and research purposes, of any of the following -  
a single article, short story, play, poem, etc. from a book or periodical issue containing other works;
- b) an entire newspaper article or page;
- c) an entire chapter which is 10% or less of a book;
- d) works in the public domain;
- e) works for which Sedibeng TVET College owns the copyright.

- 5.22.3 Examples of copying that is generally prohibited:

- a) copying of entire works;
- b) systematic, cumulative copying beyond the limits of the Copyright Act
- c) copying materials for sale without payment of royalties;

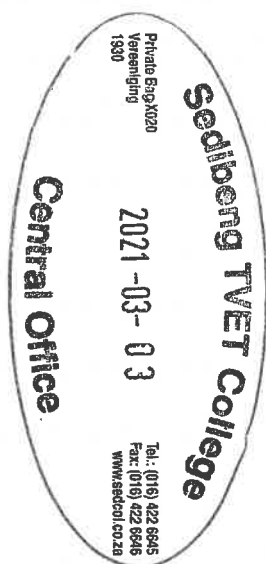
## 5.23 RELIGIOUS WORSHIP AT THE COLLEGE

- 5.23.1 Students have the right to freedom of religion and belief at Sedibeng TVET College.

- 5.23.2 Religious observances may be conducted on college premises, provided that it is with the campus manager's permission. These observances must be conducted on an equitable basis, and attendance is free and voluntary.

## 5.24 GAMBLING

- 5.24.1 Gambling, betting, or any game where the money is involved, is not permitted while on College premises or participating in College activities, e.g. outings.





## **6. STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **6.1 STUDENTS RIGHTS**

Sedibeng TVET College students have the right to:

- a) Fair and efficient admission process.
- b) Clear information regarding financial policies and sources of funding.
- c) High-quality education and training.
- d) Access to Sedibeng TVET College facilities.
- e) Open communication with lecturers.
- f) Access to channels where views may be expressed and grievances aired.
- g) Protection against any form of discrimination.
- h) Have access to the Student Representative Council body and to participate freely in the election thereof.

### **6.2 STUDENTS RESPONSIBILITIES:**

- a) Full and accurate disclosure of student information.
- b) Ensuring that student cards are in their possession at all times.
- c) Full participation in academic programmes and compliance with its requirements.
- d) To show respect to all staff and fellow students.
- e) To comply with all Sedibeng TVET College policies.
- f) To make use of the facilities and services offered at Sedibeng TVET College in a responsible manner.
- g) To respect Sedibeng TVET College premises, facilities and equipment at all times.
- h) To report any wrongdoing to College Management.
- i) Both the College and the individual student share mutual responsibility for the student's academic growth.

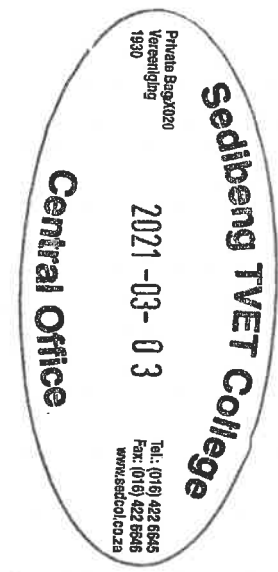
## **7. ADMINISTRATION OF STUDENT CODE OF CONDUCT AND DISCIPLINARY POLICY**

The administration of the Student Code of Conduct and Disciplinary Policy is the responsibility of a Campus.

### **7.1 DISCIPLINARY COMMITTEE (D.C.)**

#### **7.1.1 COMPOSITION OF THE DISCIPLINARY COMMITTEE**

The composition shall comprise of:



- a) The Campus Manager as the **Chairperson**
- b) The HoD
- c) The Senior Lecturer as the **initiator**
- d) The Student Support Officer (as an observer)
- e) The campus SRC member (as an observer)

-The Principal shall appoint the Chairperson of the disciplinary committee.

The Chairperson of the disciplinary committee shall be the Campus Manager.

No person may be appointed to the disciplinary committee if the person has personal - interest in any matter before the Disciplinary Committee.

### **7.1.2 DECISIONS OF THE DISCIPLINARY COMMITTEE**

The decision of this committee is a decision of the Management.

### **7.1.3 DISCIPLINARY HEARING**

- a) A student accused of misconduct shall be entitled to a hearing adjudicated upon by the Disciplinary Committee.
  
- b) The accused student shall be given no less than five days written notice of the hearing into the alleged misconduct, unless there is reasonable cause that will not Prejudice his/her self-defence.

### **7.1.4 DISCIPLINARY NOTICE**

The disciplinary notice shall:

- a) Be given by the Chairperson of the Campus Disciplinary Committee to the student. A copy thereof shall be delivered to the student's parents/guardians at the address indicated in the College register. The Chairperson of the Disciplinary Committee should ensure that the parents/guardians receive the notice before the date of the hearing.
  
- b) Contain sufficient particulars of the date, place and nature of the alleged - misconduct to enable the student to identify the incident in question and to respond thereto;
  
- c) Inform the student of the charges, place, date and time of the hearing;

- d) Inform the student of the provisional suspension, if any, the reason thereof and any other matter required in connection with the provisional suspension;
- e) Inform the student of the rights of a student in terms of the processes.



### STUDENTS' RIGHTS

- a) If a member of a Disciplinary Committee, the student, his/her representative or a witness requires an interpreter, the Disciplinary Committee may not proceed with the hearing until a competent interpreter has been made available.
- b) If the student fails to appear before the Disciplinary Committee after due notice and without just cause, the hearing may continue in the student's absence.

#### 7.1.6 DISCIPLINARY PROCEEDINGS

- a) The disciplinary committee shall keep a complete and accurate record of all proceedings.
- b) If the accused is found guilty of the charge, both the complainant and the accused/representative may argue for mitigating and aggravating circumstances to be considered in determining an appropriate sanction.
- c) The disciplinary committee shall impose on the student a penalty prescribed in terms of the code and this policy and inform the student in writing thereof.
- d) The accused student shall be notified of his/her right to appeal against either the determination or the sanction.
- e) Suppose the Disciplinary Committee decides that the student should be expelled from the College. In that case, it shall make a recommendation to that effect to the Principal. It may suspend the student from the College, in consultation with the Principal, pending the Principal's decision on whether the student is to be expelled.

- f) Where the Disciplinary Committee recommends expulsion to the Principal, a complete record of the hearing proceedings must be forwarded to the College Council by the Principal.

## **7.2 APPEAL AGAINST DECISION OF PRINCIPAL**

7.2.1 A student or parent may appeal to the College Council against:

- a) Any finding of guilt by the Disciplinary Committee in respect of which a penalty of suspension has been imposed;
- b) Any finding of guilty by the Principal in respect of which a penalty of expulsion has been imposed.

The College Council will handle all appeals.

7.2.2 A student or the parent who wishes to appeal against a decision must, within 14 days of being notified of the decision, hand-deliver a notice of appeal together with the ground/s for the appeal to the College Council.

7.2.3 On the receipt of the notice of appeal, the College Council shall respond in writing to the appellant and may:

- a) Dismiss the appeal;
- b) Impose on the student a lesser punishment permitted by the code;
- c) Impose any other sanction deemed appropriate.
- d) Find the student not guilty and notify the student, parents and the representative of the student and the Principal of the decision.

7.2.4 The Member of Executive or College Council's decision in respect of the appeal shall be final.



## ANNEXURE A

### RECOMMENDED SANCTIONS

Sanction	Maximum period of validity
1. Verbal warning	3 month
2. Written warning	6 months
3. Final written warning	1 year
4. Suspension prior to disciplinary hearing	5 working days
5. Suspension after disciplinary hearing	2 weeks
6. Recommendation to Principal for expulsion(only Principal may authorise)	1 academic year (Jan – Dec)
7. Exclusion from College activities and functions	3 activities
8. Refusal of testimonial	Indefinite
9. Fines to compensate for damages incurred	As calculated by DC
10. Community service on campus or in community	3 months





**ANNEXURE B: GRADE 1**

**GRADE OF OFFENCE AND DISCIPLINARY ACTIONS GUIDELINE**

GRADE 1					
Description of offence	Number of times offence occurs				
	1	2	3	4	5
Cellular phones	Formal warning	Formal warning	Written warning	Written warning	DC
Behaviour - disruptive	Formal warning	Formal warning and counselling	Written warning	Written warning	DC
Defamation / slander	Formal warning	Formal warning and counselling	Written warning	Written warning	DC
Dress code (Wearing of unsuitable attire)	Formal warning	Formal warning and counselling	Written warning	Written warning	DC
Failure to produce student card	Formal warning	Formal warning	Written warning	Written warning	DC
Language (foul, offensive, unacceptable)	Formal warning	Formal warning and counselling	Written warning	Written warning	DC
Unauthorised selling of consumer goods	Written warning and counselling	Final written warning and counselling	DC	DC	DC
Vehicles - students	Formal warning	Formal warning	Written warning	Written warning	DC
Late coming	Formal warning	Formal warning and counselling	Verbal warning and counselling	Absence review meeting	DC
Copy writing , plagiarism and unauthorised photocopying	Formal warning	Formal warning and counselling	Written warning	Written warning	DC
Using areas, which are out of bounds	Formal warning and counselling	Formal warning and counselling	Written warning	Written warning	DC



## ANNEXURE B: GRADE 2

<b>GRADE 2</b>					
Description of offence	1	2	3	4	5
Forgery & Any Other Misrepresentation	Written warning	Written warning	Final Written warning	DC	DC
Internet misuse (e.g. downloading, hacking, pornographic content) or that of any other electronic communication system	Written warning and counselling	Written warning and counselling	Final Written warning	DC	DC
Prejudice, including racism, sexism	Formal warning and counselling	Formal warning and counselling	Written warning	Written warning	DC
Hand/ body signs - offensive	Formal warning and counselling	Written warning	Written warning	DC	DC
Disruptive behaviour of a sexual nature e.g. heavy petting	Formal warning and counselling	Formal warning and counselling	Written warning	Written warning	DC
Smoking on college premises( except in designated areas) or in areas outside of the college identified by the college as non-smoking areas	Formal warning and counselling	Formal warning and counselling	Written warning	Written warning	DC
Absenteeism	Formal warning	Formal warning	Final Written warning	DC	DC
Defiance / Insubordination	Formal warning and counselling	Formal warning and counselling	Written warning	Written warning	DC
Lying & Dishonesty	Formal warning and counselling	Formal warning and counselling	Written warning	Written warning	DC



**ANNEXURE B: GRADE 3**

<b>GRADE 3</b>					
Description of offence	1	2	3	4	5
Alcohol - Possession of, or consumption of alcohol or mind altering substances (ref. Substance misuse policy)	DC and counselling	DC and counselling	DC	DC	DC
Animal cruelty	Written warning and counselling	Final written warning and counselling	DC	DC	DC
Bullying	Written warning	Final written warning	DC	DC	DC
Fighting	DC	DC	DC	DC	DC
Harassment - stalking, sexual, intimidation, extortion	DC. Campus to call in SAPS	DC. Campus to call in SAPS	DC. Campus to call in SAPS	DC. Campus to call in SAPS	DC. Campus to call in SAPS
Illegal substances - Possession and /or consumption	DC. Campus to call in SAPS	DC. Campus to call in SAPS	DC. Campus to call in SAPS	DC. Campus to call in SAPS	DC. Campus to call in SAPS
Photographs and video (unauthorised)	Written warning and counselling	Final written warning and counselling	DC	DC	DC
Pornography	Written warning	Final written warning	DC	DC	DC
Property – misuse, misappropriation	Written warning	Final written warning	DC	DC	DC
Protest action / marches	DC	DC	DC	DC	DC
Reputation – bringing or attempting to bring the name of the College into disrepute.	DC	DC	DC	DC	DC
Vandalism/tampering or damage to college, students or staff equipment or property	Final written warning. Individuals may in their personal capacity lay a criminal charge with SAPS.	DC	DC	DC	DC
Victimisation, inappropriate verbal or physical actions	Written warning	Final written warning	DC	DC	DC

## ANNEXURE B: GRADE 4

GRADE 4					
Description of offence	1	2	3	4	5
Examination irregularity (copying, notes, assisting another student)	DC	DC	DC	DC	DC
Fighting which results in serious injury or life threatening injury	Campus to call in SAPS	Campus to call in SAPS	Campus to call in SAPS	Campus to call in SAPS	Campus to call in SAPS
Possession of weapons	Final written warning Campus may call in SAPS	DC Campus may call in SAPS.	DC Campus to call in SAPS	Campus to call in SAPS	Campus to call in SAPS
Theft (any items stolen regardless of its value will be regarded as theft)	DC Individual s may in their personal capacity lay a criminal charge with SAPS.	DC Individual s may in their personal capacity lay a criminal charge with SAPS.	DC Individual s may in their personal capacity lay a criminal charge with SAPS.	DC Individual s may in their personal capacity lay a criminal charge with SAPS.	DC Individual s may in their personal capacity lay a criminal charge with SAPS.
Trading in products that are not acquired / sold in a legal manner	DC Individual s may in their personal capacity lay a criminal charge with SAPS.	DC Individual s may in their personal capacity lay a criminal charge with SAPS.	DC Individual s may in their personal capacity lay a criminal charge with SAPS.	DC Individual s may in their personal capacity lay a criminal charge with SAPS.	DC Individual s may in their personal capacity lay a criminal charge with SAPS.
Selling of illegal substances /Alcohol	DC Campus to call SAPS	DC Campus to call SAPS	DC Campus to call SAPS	DC Campus to call SAPS	DC Campus to call SAPS

