

***MOPANI SOUTH EAST TECHNICAL
AND VOCATIONAL EDUCATION AND
TRAINING COLLEGE***

**RULES, REGULATIONS AND CODE OF CONDUCT
FOR STUDENTS**

2017

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RULES AND CODE OF CONDUCT

1. GENERAL

1.1 General

- a. To organize the daily routine and administration of Mopani South East Technical and Vocational Education and Training College.
- b. To protect and promote the name of Mopani South East Technical and Vocational Education and Training College.
- c. To promote effective learning without disruption or interruption.

1.2 Principles

The code of conduct is based upon the principles of:

- a. Self – respect.
- b. Respect for other people.
- c. Respect for other people’s property.
- d. Respect for the community

1.3 Application

- a. These rules shall be applicable to all students enrolled at the Mopani South East Technical and Vocational Education and Training College and become applicable when a student applies for registration.
- b. Copies of these rules will be available when a student registers and thereafter at the Heads of division and SRC members.
- c. All students must familiarize themselves with the contents of these rules. Non- compliance with the rules can lead to disciplinary action.

1.4 Ignorance

It is the duty of the student to familiarize himself/herself with the content of the code of conduct. **Ignorance of the rules will not be considered as an excuse when disciplinary action is taken.**

2. ATTENDANCE

Attendance hours:

Mondays – Fridays	07:00 – 14:00
Weekends/Holidays	as per schedules

3. ADMINISTRATIVE RULES

3.1 Previous results

Previous trimester/semester marks will be taken into consideration for the re-admission of students

3.2 Exam admission

For admission to exams, a minimum of 80% attendance **MUST BE OBTAINED.**

All outstanding money must be FULLY PAID, before the commencement of the examinations.

3.3 Bunking of classes and late coming

- a. Students are responsible for their learning and are expected to take responsibility for the outcome for their decisions in terms of class attendance. Absence and late coming is viewed in a serious light and will be dealt with accordingly.
- b. Students coming late for classes run the risk of being suspended or expelled after a disciplinary hearing, especially if this happens regularly. (See also code of Conduct, page 4)

3.4 Absenteeism

- a. A written explanation must be submitted for absenteeism.
- b. A medical note must be obtained and submitted if absent from a test or exam due to illness.
- c. If official leave cannot be obtained from employers it will not be accepted as an excuse for absence from exams.
- d. Absenteeism without permission is an offence and can lead to disciplinary action.
- e. The following excuses may be considered as valid reasons before a student will be refused to write his /her final examinations:
 - Medical certificate(s)
 - Hospitalisation
 - Being arrested
 - Proof of summons shall be produced
 - Proof of invitation for interviews
 - Death of immediate family member
- f. The following are procedures to follow when leaving class or being absent from class:
 - When a student has to leave the class/campus, he/she must inform the lecturer/s or senior lecturer.
 - Only then the student can leave the class / campus.
 - When the student returns, he/she reports to the senior lecturer with written proof/valid reason for being absent or why he/she left the class campus during class time.
 - The guardian lecture keeps the letter in the students file for record purposes.
 - If the student is absent more than 20% with or without a valid reason, he/she will be refused to write the final examinations.

4. DISCIPLINARY RULES

Discipline will be maintained at all times. If any transgressions occur, appropriate disciplinary action will be taken.

Disciplinary Measures

See CODE OF CONDUCT hereunder

Disciplinary action can be initiated against any student who is accused of a criminal offence during his study term and it can, in serious cases, lead to the student being expelled

4.1 General Behaviour

- a. The behaviour of every student must be beyond reproach, as befits a student of an education institution.
- b. The necessary respect must be shown to all. Reasonable orders must be obeyed at all times.
- c. No money or personal equipment may be borrowed from staff or other students.
- d. No selling will be allowed to either staff or students prior approval by the management.
- e. No insurance matters or recruiting of any students whatsoever may be conducted on the college premises unless approved by the management.
- f. Each student is expected to participate in the activities arranged by the college or the SRC.

- g. Students must familiarize themselves as to exact starting and finishing times of their lectures. Students must strictly adhere to these times.
- h. No foul or discriminatory language may be used.
- i. Gambling in any form is prohibited.
- j. No alcoholic beverages or drugs are allowed on the premises and no students may attend lectures while under influence of drugs or alcohol.

4.2 Lecture, Computer, Practical Rooms and Workshops

- a. All students must maintain a high standard of neatness.
- b. The lecturer is the manager in the classroom. In the event of him/her leaving the room due to an emergency, the Class Representative will be responsible for discipline.
- c. No private radio, cassette players or musical instruments will be allowed in the classrooms.
- d. Students are not allowed to go to the cafeteria during class times.
- e. Students are not allowed to receive telephone calls during their class times.
- f. No smoking, eating or drinking will be allowed in classrooms.
- g. Any student leaving a class without permission may be refused further attendance of that class during that period.
- h. Cellular phones must be switched off during lectures.
- i. No unnecessary noise may be made outside classrooms – other students have a right to continue with their lessons in a peaceful and quiet manner.

4.3 College Grounds

Students shall keep the college grounds and students facilities clean and tidy at all times. All refuse (e.g. cans, papers, cigarette butts, etc.) should be placed in the available refuse bins. Students may only use the student facilities, and not those allocated for staff.

4.4 Dress Code

Students must have pride in their appearance and will therefore dress appropriately and properly.

Workshops and other practical training areas and programmes have separate, compulsory dress code according to the Occupational Health and Safety Act.

5. PROPER CHANNELS OF COMPLAINT

- a. If a student has a grievance, he/she should attempt to solve the problem by taking it up with the person involved.
- b. In case of failure to resolve the problem or conflict, the grievance must be taken up with the Head of Department.
- c. If the Head of Department does not deal with the grievance satisfactorily, the matter can be taken to the Chief Campus Coordinator.
- d. Failure to solve the matter at this level will lead to it being dealt with by the office of the Principal.
- e. On all levels of the grievance procedure the student has the right to be assisted by the **Student Representative Council**.
- f. On all levels the student has the right to an answer within three working days. All grievances should be in writing.
- g. Strikes, walkouts, vandalism, assaults etc. are not considered as acceptable mechanisms to deal with grievances and will be dealt with in an appropriate manner. If a problem arises, the above channels should be followed to resolve the problem. Not following these procedures and reverting to strikes, walkouts, vandalism, assaults etc. Will result in the taking of the necessary disciplinary action, which can lead to dissolving the SRC, and that participants in such actions can be expelled. Participants will also be criminally charged in extreme cases.

6. DISCIPLINARY PROCEDURES

The following procedure will be followed when a student committed a probable offence.

- The student will be allowed to present a written statement
- The student will be interviewed
- The student will be presented with a written notice to attend a disciplinary hearing on a specific time and date

- The student will have the right to be represented by fellow student or SRC member of his/her choice
- The student will have the right to an interpreter
- The student will have the right to call witnesses
- The student or his representative will have the right to cross examine the witnesses
- If found guilty, the student will be afforded and opportunity to prove mitigating circumstances
- The student will be informed in writing, of the outcome of the hearing and be supplied with a copy of the minutes of the hearing
- The student will have the right to appeal
- All sanctions, as stipulated in the code conducted, will only be enforced after the above mentioned disciplinary procedures have been followed
- In all cases corrective measures will be explored and applied before expulsion
- Serious offences will result in immediate suspension until conclusion of the disciplinary process

CODE OF CONDUCT FOR STUDENTS AND SANCTIONS

Offence				
Absent without a valid excuse	First warning	Second warning	Final warning	Refusal to write exam
Trimester course	5 periods absent	7 periods absent	10 periods absent	11 periods absent
Semester course	6 periods absent	11 periods absent	15 periods absent	17 periods absent
Year course	9 periods absent	18 periods absent	26 periods absent	29 periods absent

Offence	1 st offence	2 nd offence	3 rd offence	4 th offence	5 th offence
Arriving late or leaving early from classes					
1. Arriving late for a class	Verbal warning	Written warning	Second written warning	Final written warning	Expulsion
2. Leaving a class early without permission or a valid reason	Verbal warning	Written warning	Second written warning	Final written warning	Expulsion
3. Extended breaks or rest periods	Verbal warning	Written warning	Second written warning	Final written warning	Expulsion

Damage of College property					
1. Willful loss of or damage to College property.	Expulsion				
2. Negligent* loss of or damage of College property.	Written warning	Final written warning	Expulsion		
3. Willful misuse of College property.	Final written warning	Expulsion			
4. Negligent* misuse of College property.	Written warning	Final written warning	Expulsion		
Safety					
1. Smoking in a non-smoking area.	Final written warning	Expulsion			
2. Operating or using machines, vehicles, tools or equipment without authorisation.	Final written warning	Expulsion			
3. Recklessness.	Final written warning	Expulsion			
4. Activation of a fire alarm without a valid reason.	Final written warning	Expulsion			
5. Tampering with or damaging of fire or safety equipment.	Final written warning	Expulsion			
6. Failure/refusal to carry out safety in-structions or to wear protective clo- thing/equipment where required.	Written warning	Final written warning	Expulsion		
7. Infringement of any safety rule.	Final written warning	Expulsion			
8. Failure to report an accident/safety incident.	Written warning	Final written warning	Expulsion		
9. Failure to maintain a tidy and safe working place.	Written warning	Second written warning	Final written warning	Expulsion	

Violence					
1. Threats of violence/assault/Intimidation.	Final written warning	Expulsion			
2. Assault or attempted assault to any person.	Expulsion				
3. Physically violent behaviour.	Final written warning	Expulsion			
4. Unprovoked fighting.	Expulsion				
5. Riotous behaviour.	Expulsion				
6. Intimidation.	Expulsion				
7. Possession/brandishing of a firearm or any other dangerous weapon.	Expulsion				
8. Provocation which could lead to assault/ fighting.	Final written warning	Expulsion			

Alcohol and drugs					
1. Unauthorised possession of dagga, alcohol, narcotics or intoxicating substances on Campus or while representing the College elsewhere.	Final written warning	Expulsion			
2. On College premises or representing the College whilst under the influence of intoxicating substances.	Final written warning	Expulsion			
3. Unauthorised use of alcohol, narcotics or intoxicating substances on College premises or while representing the College.	Final written warning	Expulsion			
4. Drinking alcohol containing beverages on duty.	Final written warning	Expulsion			

Theft					
1. Unauthorised possession of College property or the property of other employees.	Final written warning	Expulsion			
2. Theft of College property or the property of other employees.	Expulsion				
3. Removal of College property or the property of another employee without authorisation.	Final written warning	Expulsion			
4. Being in possession of College property upon leaving College premises.	Expulsion				

Fraud and dishonesty					
1. Falsifying school/college/medical certificates or any other documents.	Expulsion				
2. Giving or receiving or attempt to give or receive any bribe.	Expulsion				
3. Applying or attempt to apply any college funds for wrongful use.	Expulsion				
4. Making false statements and declarations.	Final written warning	Expulsion			
5. Fraudulent registry procedures.	Final written warning				
6. Misrepresentation.	Expulsion				
7. Fraudulent non-disclosure of relevant information	Expulsion				
8. Disclosure of confidential information.	Expulsion				
9. Fraudulent use of college card.	Final written warning	Expulsion			
10. Dishonesty when writing a test or Exam.	Final written warning	Expulsion			

Security					
1. Refusal/failure to clearly display College card whilst on College premises.	Verbal warning	Written warning	Second written warning	Final written warning	Expulsion
2. Refusing/failure to comply with security instructions, standards and procedures.	Written warning	Final written warning	Expulsion		
3. Interfering with security staff in the execution of their duties.	Written warning	Final written warning	Expulsion		
4. Failure to return a temporary College card or other form of student identification.	Verbal warning	Written warning	Final written warning	Expulsion	
5. Unauthorized entry/exit to from College premises	Written warning	Second written warning	Final written warning	Expulsion	

Disorderly behaviour					
1. Engaging in indecent behaviour or immoral acts.	Final written warning	Expulsion			
2. Refusal/failure to obey a reasonable and lawful instruction.	Final written warning	Expulsion			
3. Use of abusive language.	Verbal warning	written warning	Second written warning	Final written warning	Expulsion
4. Insubordination.	Written warning	Second written warning	Final written warning	Expulsion	
5. Use of cellular phone in class or elsewhere within the College environment causing a disturbance.	Verbal warning	Written warning	Second written warning	Final written warning	Expulsion
6. Distribution without authorisation of literature or communication of any kind on College premises that can lead to conflict or unharmonious relations.	Final written warning	Expulsion			
7. Gambling on College premises.	Written warning	Second written warning	Final written warning	Expulsion	
8. Failing to report an offence committed in students presence or of which he/she was aware.	Written warning	Final written warning	Expulsion		
9. Conduct which can lead to unharmonious relationships within College.	Written warning	Final written warning	Expulsion		
10 Sexual harassment	Expulsion				

Vehicles and traffic					
1. Negligent driving.	Written warning	Final written warning	Expulsion		
2. Reckless driving.	Expulsion				
3. Failing to comply with College and/or statutory traffic regulations.	Final written warning	Expulsion			
4. Parking on a no- parking zone	Verbal warning	Written warning	Second Written warning	Final written warning	Expulsion
5. Driving a vehicle on college terrain without a valid drivers	Expulsion				

Mass action					
1. Illegal strike, sympathy strike, picketing or protest action (stay-away).	Expulsion				
2. Incitement to participate in a strike or other student action.	Expulsion				
3. Misconduct of whatever nature during a strike or other student action.	Expulsion				
4. College/study stoppage without a justifiable and/or legitimate reason.	Expulsion				

Unsatisfactory College /study performance					

1. Neglect to do homework.	Verbal warning	Written warning	Second written warning	Final written warning	Expulsion
2. Failing without reasonable cause to complete a task.	Written warning	Final written warning	Expulsion		
3. Performance at College of an unacceptable standard with regard to quality or quantity.	Written warning	Final written warning	Expulsion		
4. Non-compliance with established procedures or standing instructions.	Written warning	Final written warning	Expulsion		
Text Books					
Without text book	After 1 weeks	After 2 weeks	After 3 weeks	After 4 weeks	After 5 weeks
	Verbal warning	Written warning	Second written warning	Final written warning	Expulsion

*In cases of gross negligence a final written warning may be issued.