



## EKURHULENI EAST TVET COLLEGE

### EEC RULES AND CODE OF CONDUCT

#### DOCUMENT CONTROL SHEET

<b>POLICY TITLE/NAME</b>	<b>VERSION</b>	<b>DEPARTMENT OR CREATED BY</b>
<b>EEC SRC CODE OF CONDUCT</b>	<b>EEC-REG/SRCCC-01</b>	<b>DEPUTY PRINCIPAL – REGISTRATION SERVICES</b>
<b>NEXT REVIEW DATE:</b> EVERY 2 YEARS SUBSEQUENT TO APPROVAL DATE	<b>DATE OF FIRST DRAFT</b>	<b>STORAGE &amp; RETRIEVAL</b>
		<b>EEC – QUALITY MANUAL</b>

#### VERSION CONTROL

TABLE OF AMENDMENTS			
REVISION	PAGE No.	DATE	DESCRIPTION OF AMENDMENT
00			
Control of Changes			Revision

#### DOCUMENT APPROVAL

THIS DOCUMENT HAS BEEN APPROVED FOR USE BY:		SIGNATURE & DATE
RECOMMENDED BY:	PRINCIPAL/CEO	<u>14/12/2020</u>
INITIALS & SURNAME:	Ms. HM SIBANDE	
		DATE:
APPROVED BY:	COLLEGE COUNCIL D. CHAIRPERSON	<u>26/03/2021</u>
INITIALS & SURNAME:	<del>DR. A SAMBO</del> Dr V Sambo	
		DATE:



<b>TABLE OF CONTENTS</b>		<b>PAGE</b>
<b>1.</b>	<b>Legal Mandate</b>	<b>4</b>
<b>2.</b>	<b>Purpose</b>	<b>4</b>
<b>3.</b>	<b>Aims</b>	<b>4</b>
<b>4.</b>	<b>Principle</b>	<b>4</b>
<b>5.</b>	<b>Application</b>	<b>4</b>
<b>6.</b>	<b>Administration Rules</b>	<b>4</b>
<b>6.1</b>	<b>Previous Results</b>	<b>4</b>
<b>6.2</b>	<b>Procedure when leaving the campus</b>	<b>5</b>
<b>7.</b>	<b>Disciplinary Rules</b>	<b>5</b>
<b>8.</b>	<b>Disciplinary Measures</b>	<b>5</b>
<b>9.</b>	<b>General Behaviour</b>	<b>5</b>
<b>10.</b>	<b>Lecture Rooms</b>	<b>5</b>
<b>11.</b>	<b>College Grounds</b>	<b>6</b>
<b>12.</b>	<b>Dress Code</b>	<b>6</b>
<b>13.</b>	<b>Proper Channel of Complaints</b>	<b>6</b>
<b>14.</b>	<b>Disciplinary Procedures</b>	<b>7</b>
<b>15.</b>	<b>Code of Conduct for Students and Sanctions</b>	<b>7</b>
<b>16.</b>	<b>Attendance Policy</b>	<b>12</b>
<b>16.1</b>	<b>Staff Responsibility</b>	<b>12</b>
<b>16.2</b>	<b>Student Responsibility</b>	<b>13</b>
<b>16.3</b>	<b>Consequences</b>	<b>13</b>
<b>17.</b>	<b>External Exams</b>	<b>14</b>



<b>18.</b>	<b>Health and Safety</b>	<b>14</b>
<b>19.</b>	<b>Declaration</b>	<b>15</b>



Students are urged to study the following Rules and Code of Conduct very carefully and to adhere very strictly to them. In the event of any transgression, disciplinary measures may be taken against you.

## **1 LEGAL MANDATE**

Section 16(1) of the Further Education and Training Act, No. 98 of 1998, states that "Every student at a public further education and training institution is subject to the Rules and Code of Conduct, disciplinary measures and procedures as may be determined by the Council subject to provincial policy but the Rules and Code of Conduct disciplinary measures and procedures may only be made in consultation with the academic board and the Student Representative Council of the institution concerned.

## **2. PURPOSE**

2.1 The Student Rules and Code of Conduct aims at ensuring a safe and healthy environment, which is conducive to learning, for all our students. This policy also articulates the College view on particular matters as well as the responsibilities of both students and staff in respect of these matters.

2.2 The Rules and Code of Conduct also reflect the core values of the College. It does not replace, but substantiates the rules and disciplinary codes of the College. The conduct of each staff member, student or person acting on behalf of the College is important for sustaining an environment that is conducive to freedom of inquiry and to the search for knowledge and truth. Accordingly, the College community requires a commitment from every individual to behave ethically, respectfully, responsibly and diligently.

## **3. AIMS**

- 3.1 To organize the daily routine and administration of Ekurhuleni East TVET College
- 3.2 To protect and promote the name of Ekurhuleni East TVET College
- 3.3 To promote effective learning without disruption or interruption

## **4. PRINCIPLES**

The Rules and Code of Conduct is based upon the principle of self-respect, respect for others and respect for the property of other people.

## **5. APPLICATION**

- 5.1 These Rules are applicable to all students enrolled at the Ekurhuleni East TVET College and become applicable immediately that a student applies for registration.
- 5.2 The Rules will be available when a student registers and thereafter from the Heads of Division and SRC members.
- 5.3 All students must familiarise themselves with the contents of these Rules. Non-compliance with the Rules can lead to disciplinary action.

## **6 ADMINISTRATIVE RULES**

### **6.1 Previous results**

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

### **6.2 Absenteeism**

A written explanation must be submitted for any absenteeism.



A medical note must be obtained and submitted if a student is absent from a test or exam due to illness. Failure to obtain official leave from employers will not be accepted as an excuse for absence from exams. Absenteeism without permission is an offence and can lead to disciplinary action. The following may be considered as valid justification for not being able to write a final examination:

- i. Medical certificate
- ii. Hospitalisation
- iii. Being arrested
- iv. Court appearance
- v. Job interviews

### **6.3 PROCEDURE WHEN LEAVING THE CAMPUS OR BEING ABSENT FROM CLASS**

- 6.3.1 If a student will be absent from class or will leave the campus, he/she must inform the relevant lecturer/s.
- 6.3.2 Students may not leave the class/campus without permission.
- 6.3.3 When the student returns to the College, he/she must report to the guardian lecturer with written proof or a valid reason for having been absent from the class/campus during class time.
- 6.3.4 The guardian lecturer will keep the letter/note/written explanation in the student's file for record purposes.
- 6.3.5 If a student is absent for more than 20% of class time with or without a valid excuse, he/she will be refused permission to write the final exam.

## **7. DISCIPLINARY RULES**

Discipline must be maintained at all times. Appropriate disciplinary action will be taken for any transgressions.

## **8. DISCIPLINARY MEASURES**

See CODE OF CONDUCT below.

Disciplinary action can be initiated against any student who is convicted of a criminal offence at the college premises or when representing college and this can, in serious cases, lead to the student being expelled from the College.

## **9. GENERAL BEHAVIOUR**

- 9.1 The behaviour of every student must be beyond reproach, as befits a student of an education institution.
- 9.2 The necessary respect must be shown to all College staff. Reasonable instructions must be obeyed at all times.
- 9.3 No money or personal equipment may be borrowed from staff or other students.
- 9.4 No selling will be allowed to either staff or students without the prior approval of the management of the College/Campus.
- 9.5 No insurance matters or recruiting of any students whatsoever may be conducted on the college/campus premises unless this is for the purposes of participating in the activities arranged by the college or the SRC.
- 9.6 Students must familiarize themselves with the exact times when lectures start and finish and adhere to these times.
- 9.7 No foul or discriminatory language may be used in the college premises.
- 9.8 Gambling in any form is prohibited.
- 9.9 No alcoholic beverages or drugs are allowed on the premises and no students may attend lectures while under the influence of drugs or alcohol.



## **10. LECTURE ROOMS**

- 10.1 All students must maintain a high standard of cleanliness and neatness.
- 10.2 The lecturer is the manager in the classroom. In the event of him/her leaving the room in an emergency, the Class Representative will be responsible for the discipline of students.
- 10.3 No private radios, cassette players or musical instruments will be allowed in the Classrooms.
- 10.4 Students are not allowed to receive private telephone calls during their class time.
- 10.5 No smoking, eating or drinking will be allowed in the classroom
- 10.6 No unnecessary noise may be made outside classrooms. All students have a right to Continue with their lessons in a peaceful and quiet manner.

## **11. COLLEGE GROUNDS**

Students are required, at all times, to keep the college grounds and students' facilities clean and tidy and not to litter. All refuse (e.g. cans, papers, cigarette butts, etc.) should be placed in the available refuse bins. Students may only use the facilities demarcated for students and not those allocated to staff. The administration offices are out of bounds for ALL students.

## **12. DRESS CODE**

- 12.1 Students must take pride in their appearance and dress appropriately.
- 12.2 Workshops and other practical training areas and programmes have separate, compulsory dress codes which must be complied with in terms of the Occupational Health and Safety Act.

## **13. PROPER CHANNELS OF COMPLAINT**

If a student has a grievance, he/she should attempt to solve the problem by taking it up with the person involved. Where it has not been possible to resolve the problem or conflict, the grievance must be taken up with the class representatives, CRC then SSSO and if necessary, escalated to the Program Manager, Head of Department. If the Head of Department does not deal with the grievance to the complainant's satisfaction, the matter can be referred to the Deputy Campus Manager. Failure to solve the matter at this level will lead to it being dealt with by the office of the Campus Manager.

On all levels of the grievance procedure the student has the right to be assisted by the Class Rep and Campus Representative Council/CRC. On all levels the student has the right to an answer within three working days. All grievances should be made in writing.

Any student who is alleged to have violated any rule that may require suspension or expulsion, must be referred to the Principal. The Principal, or the person delegated by him/her, shall hear the evidence and then decide on the action to be taken. Such action, will include the Principal or his/her Deputy informing the parents in writing of the proposed action and arranging for a fair hearing by a disciplinary committee (tribunal) consisting of members designated by the Principal. This tribunal must not be intimidating to the learner.

**Illegal protests, 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 conflict arises, the above channels should be followed to resolve the issue. Not following these procedures and resorting to strikes, walkouts, vandalism, assaults etc. will result in disciplinary action against those responsible, and the expulsion of individual participants. In extreme cases participants could also be criminally charged.**



#### 14. DISCIPLINARY PROCEDURES

The following procedures will be followed when a student is considered to have committed an offence:

- 14.1 The student will be allowed to present a written statement
- 14.2 The student will be interviewed
- 14.3 The student will be presented with a written notice to attend a disciplinary hearing on a specific date and time.
- 14.5 The student will have the right to be represented by a student from the College of his own choice.
- 14.6 The student will have the right to an interpreter.
- 14.7 The student will have the right to call a witness.
- 14.8 The student or his representative will have the right to cross examine the witness.
- 14.9 If found guilty, the student will be afforded the opportunity to prove mitigating circumstances.
- 14.10 The student will be informed in writing, of the outcome of the hearing and be supplied with a copy of the minutes of the meeting.
- 14.11 The student will have the right to appeal.
- 14.12 All sanctions, as stipulated in the code of conduct will only be enforced after the above mentioned disciplinary procedures have been followed.
- 14.13 In all cases, corrective measures will be explored and applied before expulsion.

#### 14 CODE OF CONDUCT FOR STUDENTS AND SANCTIONS

Offence				
<b>Absent without a valid excuse</b>	<b>First warning</b>	<b>Second warning</b>	<b>Final warning</b>	<b>Refused permission to write exam</b>
<b>Trimester Course</b>	Absent for 4 periods	Absent for 7 periods	Absent for 10 periods	Absent for 11 periods
<b>Semester course</b>	Absent for 6 periods	Absent for 11 periods	Absent for 15 periods	Absent for 17 periods
<b>Year course</b>	Absent for 9 periods	Absent for 15 periods	Absent for 26 periods	Absent for 29 periods

**NB: Refer to Attendance and Punctuality Policy.**

#### ARRIVING LATE OR LEAVING EARLY FROM CLASSES

Offence	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence	4 <sup>th</sup> Offence	5 <sup>th</sup> Offence
Arriving late for class	Verbal warning	Written warning	Second Written warning and community service	Final Written warning	Expulsion
Leaving a class early without permission or valid documentary proof	Verbal warning	Written warning	Second Written warning and community service	Final Written warning	Expulsion



Extended breaks or rest periods	Verbal warning	Written warning	Second Written warning and community service	Final Written warning	Expulsion
---------------------------------	----------------	-----------------	--	-----------------------	-----------

**DAMAGE OF COLLEGE PROPERTY**

Damage to college property	Expulsion	Expulsion		
Negligence resulting in loss of or damage to college property	Written warning	Final Written warning	Expulsion	
Misuse of college property	Final Written warning	Expulsion		
<b>SAFETY</b>				
Smoking of cigarettes in non-smoking areas where there is signage .	First Written warning	Final written warning	Expulsion	
Operating or using machines, vehicles, tools and equipment without authorisation	Final Written warning	Expulsion		
Activation of a fire alarm without a valid reason	Final Written warning	Expulsion		

Tampering with or damaging of fire or safety equipment.	Final Written warning	Expulsion		
Failure/refusal to carry out safety instructions or to wear protective clothing/equipment when requested to do so.(When it is provided for)	Written warning	Final Written warning	Expulsion	
Infringement of any safety rule	Final Written warning	Expulsion		
Failure to report an accident/safety incident.	Written warning	Final Written warning	Expulsion	





Failure to maintain a tidy and safe working place.	Written warning	Second Written warning	Final Written warning	Expulsion
--	-----------------	------------------------	-----------------------	-----------

#### **VIOLENCE**

Threats of violence/assault/intimidation.	Final Written warning	Expulsion
Assault or attempted assault on any person	Expulsion	
Physically violent behaviour	Final Written warning	Expulsion
Unprovoked fighting	Expulsion	
Riotous behaviour	Expulsion	
Possession/brandishing of a firearm or any other dangerous weapon	Expulsion	

#### **ALCOHOL AND DRUGS**

Unauthorised possession or use of dagga, alcohol, narcotics or intoxicating substances on Campus or any other venue where the student is representing the College	Final Written warning	Expulsion
---	-----------------------	-----------

#### **THEFT**

Unauthorised possession of College property or the property of other students or staff	Final Written warning	Expulsion
Theft of College property or the property of other students or staff	Expulsion	
Unauthorised Removal of College property or the property of other students or staff	Final Written warning	Expulsion
Being in possession of College property or the property of other students or staff when leaving the College premises	Expulsion	

#### **FRAUD AND DISHONESTY**

Falsifying school/College/medical certificates or any other documents	Expulsion	
Giving or receiving or attempting to give or receive any bribes	Expulsion	
Making false statements and declarations	Final Written warning	Expulsion
Fraudulent registration procedures	Expulsion	
Misrepresentation.	Expulsion	
Fraudulent non-disclosure of relevant information.	Expulsion	



Disclosure of confidential information	Expulsion	
Fraudulent use of College Student cards	Final warning	Written Expulsion
Dishonesty when writing an exam or test.	Final warning	Written Expulsion

#### SECURITY

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

#### DISORDERLY BEHAVIOUR

Engaging in indecent behaviour or immoral acts.	Final Written warning	Expulsion			
Refusal/failure to obey reasonable and lawful instructions from any member of the College staff.	Final Written warning	Expulsion			
Use of abusive language	Verbal warning	Written warning	Second Written warning	Final Written warning	Expulsion
Insubordination.	Written warning	Second Written warning	Final Written warning	Expulsion	



Causing disruption or a disturbance by using a cellular phone either in class or elsewhere within the College environment	Verbal warning	Written warning	Second Written warning	Final Written warning	Expulsion
Unauthorised distribution of literature or communication of any kind on College premises which is in inciting or could cause conflict.	Final Written warning	Expulsion			
Gambling on College premises.	Written warning	Second Written warning	Final Written warning	Expulsion	
Sexual harassment	Expulsion				

#### VEHICLE AND TRAFFIC

Negligent driving on College property.		Final Written warning	Expulsion		
Reckless driving on College property.	Expulsion				
Failure to comply with College and/or statutory traffic regulations.	Final Written warning	Expulsion			
Parking in non-parking zones on College property.		Written warning	Second Written warning	Final Written warning	Expulsion
Driving vehicles on College property without a valid drivers' licence.	Final Written warning	Expulsion			

#### MASS ACTION

Participating in an illegal strike, sympathy strike, picketing or protesting actions (stay-aways).	Expulsion
Incitement of other to participate in a strike or other student action.	Expulsion
Misconduct, of whatever nature, during a strike or other student action.	Expulsion
College/study stoppage without a justifiable and/or legitimate reason.	Expulsion



**UNSATISFACTORY COLLEGE/STUDY**

**PERFORMANCE**

Failure to complete homework.	Verbal warning	Written warning	Second Written warning	Final Written warning	Expulsion
Failure to complete a task without justifiable, reasonable cause.	Written warning	Final Written warning	Expulsion		
Sub-standard performance with regard to the quality or quantity of work required while at the College.	Written warning	Final Written warning	Expulsion		
Non-compliance with established procedures or standing instructions	Written warning	Final Written warning	Expulsion		

**16. ATTENDANCE AND PUNCTUALITY POLICY**

The College day begins punctually at 7.30 and ends at 16.30. Classes commence at 08:00 and end at 15:15 for full-time day students. Students must adhere strictly to the given timetable. Attendance registers are marked at every class during the day, including private study classes. Students are expected to be punctual for all classes. Students using the facilities during free periods must sign the Student Registration book.

**16.1 Staff Responsibility:**

16.1.1 Communicate clearly the Department's expectations that students have to attend 100% of classes and arrive punctually before the class starts. It is recommended that students sign a Code of Conduct at the start of the academic year which includes a commitment to attend classes and be punctual

16.1.2 Consistently reinforce the message that poor attendance or lack of punctuality is not acceptable and that where these fall below an agreed level action will be taken which could include disciplinary action, cancellation of entry to a final examination or even exclusion.

16.1.3 Provide students with clear instructions on how to communicate their absence.

16.1.4 Complete each class register accurately and fully at the end of each session.

16.1.5 Ensure that when a student returns to class, he/she completes a Student Absence Form which must be signed by the lecturer, processed and filed with the class register. Attendance should only be "authorized" for absences which were agreed upon in advance or in the case of exceptional personal circumstances. Sickness without a medical/registered traditional healer's certificate is not authorized but must be recorded as "Sickness" on the Student Absence Form.

16.1.6 Engage any student who arrives 10 minutes after the stipulated starting time of the class and record this student on the attendance register as having been late. Follow up with



the student after the class has finished. Lateness must be recorded in the register with an 'L'. Late students should not be excluded from the class unless health and safety are compromised or the class is disrupted.

- 16.1.7 Ensure that attendance and punctuality is monitored weekly by a specific member of the college staff and the consequences, as given below, are implemented.
- 16.1.8 Trends in attendance and punctuality should be discussed regularly both in class and with individuals.
- 16.1.9 Issues of attendance and punctuality should also be addressed in individual progress reviews with the purpose of setting and monitoring targets for improvement.
- 16.1.10 Regularly obtain attendance reports for each group and discuss trends and concerns with other lecturers and Programme or Academic managers.

## 16.2 Students' responsibility:

- 16.2.1 Ensure that you attend all your classes and arrive punctually and properly equipped before the start of the class.
- 16.2.2 Inform the lecturer in person before the start of class or by an agreed contact route, if you have a genuine reason for being late or absent.
- 16.2.3 Understand what your lecturers' expectations of your attendance are, the levels at which follow up action will be taken and what the consequences of this will be.
- 16.2.4 Always schedule medical and other appointments out of College hours where possible.
- 16.2.5 Do not take on work commitments that clash with scheduled class times at the college. Any absence from class to attend to work commitments will constitute unauthorized absence. Make your studies your priority.
- 16.2.6 Commit to completing all outstanding classwork as homework. It is your responsibility to catch up any work you have missed as a result of being absent or late for class.

## 16.3 CONSEQUENCES

- 16.3.1 The level for measuring attendance will be the 'present' level. Where absence is unauthorized the following three stages of follow up are proposed:

### Stage 1 Formal Warning

This can be issued by the lecturer where there are concerns about attendance. There should be no more than three formal warnings before moving to Stage 2.

**Stage 2 Formal Absence Review Meeting** with the lecturer concerned and the Programme Manager. A disciplinary warning may be given, if appropriate, where:

- i. Attendance is below 80% 'present', a student has been absent for one or more sessions in a week or on four or more occasions in any four-week period.
- ii. Lateness: late twice in a week or more than five times in any four-week period or for any other discernable patterns of lateness.
- iii. Patterns of absence, e.g. every Monday, every Friday, specific lessons, etc. or sickness occurring on a regular basis.
- iv. Unauthorized absences could lead to NSFAS payments, where applicable, being withheld for the rest of the term/trimester.
- v. The review meeting should discuss the student's reasons for absence and decide on support where required and what measures will be implemented to catch up on missed work. The review meeting should result in an Action Plan which is agreed upon by the student.



- vi. There should be no more than two formal absence review meetings before moving to Stage 3

### Stage 3 Formal Hearing with Academic Manager:

- i. Attendance: A persistent attendance rate of below 80%, persistent lateness or failure to improve despite warnings or Absence Reviews.
- ii. If a second formal hearing for poor attendance or punctuality is held, this can lead to a final written warning being issued.
- iii. Should a student fail to comply after the final written warning, this could lead to the cancellation of the student's entry to a final examination or to their exclusion.
- iv. Where attendance is affected by authorized absence, it is still necessary to address the matter directly with the student and institute the above processes where a trend of absence emerges and exceeds 20% of the class time at any given time in the programme.

### 17. External Examinations

- 17.1 The College operates in accordance with an Examinations Policy. All students should make themselves aware of examination entry deadlines. A fee will be charged by the College for additional duties incurred in accepting a late entry.
- 17.2 Information on examination entries will be provided by the class lecturer and on the relevant Examination noticeboards.
- 17.3 Entries for examinations will be accepted from all registered students. However, it is a condition of acceptance of an entry that their attendance/progress is deemed to be satisfactory by the Head of Division. All tuition fees owing must be paid to the College before the student will be allowed to write the examinations.
- 17.4. It is the student's responsibility to ensure that s/he arrives promptly for the examinations, on the correct date and in time.

### 18. HEALTH AND SAFETY

The College has a Health and Safety Policy and through it seeks to provide a safe, secure and enjoyable learning environment for all students. Students must obey all Health and Safety instructions given by College Staff. Students also have a responsibility to ensure that his/her behaviour and actions do not endanger self, other students, staff or visitors to the College. A breach of the College Health and Safety policy is a disciplinary offence and may also be a criminal offence.



**19. DECLARATION BY STUDENT**

I ..... ID .....

declare that I have read this Rules and Code of Conduct and hereby bind myself to abide by the

Rules, Regulations and Conditions as contained in this Code of Conduct. I also commit to adhering to 100% attendance and punctuality to my classes and examinations.

Signed at (domicilium citande) ..... on this ..... day  
of..... 20.....

.....

PARENT / GUARDIAN SIGNATURE

(If learner is younger than 18)

.....

STUDENT SIGNATURE

.....

WITNESS