

ORBIT TVET COLLEGE STUDENTS' CODE OF CONDUCT AND DISCIPLINARY POLICY

CHAPTER 1: STUDENTS' CODE OF CONDUCT AND DISCIPLINARY POLICY

ORBIT TVET COLLEGE is committed to:

- Respect the rights, values and dignity of all individuals;
- Promoting quality education, training, and holistic student development;
- Integrity, transparency, and accountability;
- Teamwork and loyalty;
- Social accountability and the promotion of transformation;
- Establishing and maintaining a positive culture of study, teaching, learning and skills development training;
- Responsibility where each employee pledges ownership for the success and prosperity of the College, students and the community

1. GENERAL PRINCIPLES

- 1.1 The implementation of the Code of Conduct and Disciplinary Policy is necessary for the effective management of matters within the College, the safety and fair treatment of the students and the maintenance of healthy interpersonal relationships.
- 1.2 The Code of Conduct and Disciplinary Policy is intended to ensure that students are aware of the rules regarding their behaviour at the College and it describes the steps to be taken by the College concerning transgressions by students.
- 1.3 The administration of the Students' Code of Conduct and Disciplinary Policy is the responsibility of the Accounting Officer or the delegated official at the delivery site/Campus/Central office.
- 1.4 The Accounting officer, at the delivery site, shall establish a disciplinary committee to deal with any matter of misconduct of any of the students including SRC Members.
- 1.5 Students should be given a five (5 days) period of time after a Disciplinary sitting has been conducted in case they want to appeal.
- 1.6 Classroom discipline is the responsibility of the lecturer in charge of the students in his/her class. In the event of students disregarding the authority of the lecturer, the matter should be referred to the Head of Division or, if necessary, to the Disciplinary Committee. (Also refer to the DHET Public FETC Attendance and Punctuality Policy)
- 1.7 At a disciplinary hearing the student has the right to be accompanied by an employer or parent or represented by an internal representative.
- 1.8 Both parties have the right to call witnesses and use an interpreter.
- 1.9 All forms referred to in the Code of Conduct and Disciplinary Policy are available from

- the Heads of departments/programmes and are the only forms to be used for disciplinary hearings.
- 1.10 The Students' Code of Conduct and Disciplinary Policy will apply to all students while they are on the College premises or when they are away from the College representing it or attending a College function.

2. STUDENT BEHAVIOUR

- 2.1 Students are expected at all times to behave in a courteous and considerate manner towards each other, the SRC, all members of staff and visitors to the College. This means that students should behave themselves during College hours, on organized College excursions and any place where the College is represented officially.
- 2.2 Students are expected to set a good example with regard to appearance and behaviour when representing the College during College hours, after College hours, and while representing the College away from College. Students may not say or do anything that will discredit themselves or good name the College.
- 2.3 Students should fill out the indemnity forms whenever they travel away from the College on College activities.
- 2.4 No student has the right at any time to behave in such a manner, which will disrupt the teaching and learning activity of other learners, or will cause another student physical or emotional harm.
- 2.5 The College will contact parents/employers when a student's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

3. CLASS ATTENDANCE AND PUNCTUALITY

- 3.1 Class attendance is the responsibility of the student. If a student does not attend classes regularly, the relevant steps will be followed as corrective measures and interventions.
- 3.2 All matters pertaining to class attendance will be guided by the DHET Public FETC Attendance and Punctuality Policy.

4. OFFICIAL TESTS / ASSESSMENT

4.1 Students who fail to produce a medical certificate, valid reasons with proof on absenteeism during tests/assessments will not be resulted.

4.2 All matters pertaining to consequences of absenteeism will be guided by the DHET Public FETC Attendance and Punctuality Policy, especially sections five (5), six (6) and seven (7).

5. ATTIRE AND GENERAL APPEARANCE

Students should wear neat and presentable clothes at all times.

6. **PERSONAL BELONGINGS**

The College will not be held responsible for theft of or damage to personal belongings on College premises (e.g. cell phones, bags, books, and clothing). However, incidents of this nature will be investigated and all relevant procedures will be followed.

7. SPECIFIC RULES

- 7.1 All cell phones must be switched off during lecturing times and examinations hours.
- 7.2 No trading of goods is allowed in the College premises without permission from the Accounting Officer.
- 7.3 No smoking inside or near any buildings smoking is allowed only at designated areas.
- 7.4 Keep away from all vehicles, motorcycles and bicycles at all times for security reasons.
- 7.5 No gambling is allowed within College premises and surrounding areas.
- 7.6 No playing or loitering on verandas, in corridors or in toilets and classrooms.
- 7.7 Have proof of identification (student card/ID document) available at all times students might be asked to identify themselves at any random period
- 7.8 Littering within the Campus/College premises is prohibited

8. **DISCIPLINARY PROCEDURES**

This disciplinary procedure is aimed at harmonizing students' behavior, action and discipline. It must be seen as part of student enrolment and as a result it is binding to students from enrolment until completion of studies. The disciplinary process should be constituted within three (3) months of the alleged misconduct.

The procedures prescribed in the DHET Public FETC Attendance and Punctuality

Policy will also be followed in maintaining an atmosphere that promotes quality teaching and learning. The disciplinary Committee should be established for all misconducts that require a disciplinary hearing. The College Principal and or Campus Manager will appoint the Committees in writing

- 8.1 All academic hearings at the delivery site should be heard by the disciplinary committee that has the following members:
 - Lecturer concerned
 - Senior lecturer/ Head of department
 - Student Support Official
 - SRC member
- 8.2 All other hearing at the delivery site should be heard by the disciplinary committee that has the following members;
 - Academic Programme Coordinator/ Head of administration
 - Senior lecturer or Head of department
 - Student Support Official
 - SRC member
- 8.3 Campus Appeals committee should comprise of the following members;
 - Campus Manager
 - Head of Department
 - Student Support Official
 - SRC member who did not sit during the disciplinary hearing
- 8.4 College disciplinary Committee should comprise of the following members;
 - Campus manager
 - Student Support Official
 - Audit and Risk Official
 - SRC member
- 8.5 College Appeals Committee should comprise of the following members;
 - The Principal or appointed delegate
 - Deputy Principal Academic Programmes and Student Support Services

- Student Support Services Manager
- Audit and Risk Manager
- SRC member

8.6. Disciplinary procedure step by step guideline:

The following procedure will be followed when a student is suspected to have committed a misconduct:

- The student will be allowed to present a written statement/report.
- The student will be interviewed for facts gathering
- The College should invite the parent/guardian for parental involvement
- 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 an opportunity to prove mitigating circumstances
- The student will be informed in writing of the outcome of the disciplinary 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 steps have been followed.
- Corrective measures will be explored and applied before suspension where applicable.
- Serious and criminal offences will result in the immediate suspension until conclusion of the disciplinary process.

9. GRIEVANCE PROCEDURE GUIDELINES

The below guidelines shall be followed in solving a student's grievance.

• If a student has a grievance, he/she should attempt to solve the problem by taking it up with the staff member involved.

- In case of failure to resolve the problem or conflict, the student must report to the SRC.
- The grievance must be taken up with the senior lecturer, and should the senior lecturer fail to solve resolve the problem, then the matter should be reported to the Head of Department.
- An individual student or SRC member can submit a grievance/grievance form to the Manager on site should the above fails
- The Manager on site must designate a student grievance officer who must track all grievances.
- If it fails, the Manager on site must refer the grievances with a report to the Principal to resolve.
- · All grievances should be in writing.
- Strikes, walkouts, vandalism, assaults etc. are not considered as acceptable
 mechanisms to deal with grievances and will be dealt with in an appropriate
 manner.

10. MISCONDUCTS AND DISCIPLINARY SANCTIONS

The below misconducts and the disciplinary sanctions will be applied in managing and instilling good behaviour to the students.

misconduct	Sanctions			
Absent without a valid excuse	First warning	Second	Final warning	Refusal to write
		warning		exam
Trimester course	4 periods within	8 periods within	12 periods	Less than 80% of the
	4 weeks	8 weeks	within 12 weeks	total period per
				Trimester
Semester course	4 periods 4	8 periods within	12 periods within	Less than 80% of the
	within weeks	8 weeks	12 weeks	total period per
				Semester
			10 1 111	
Year course	_ ·	8 periods within	•	Less than 80% of the
	within weeks	8 weeks	12 weeks	total period per year

reasonable and lawful instruction. warning warning Wirtten Written Second written Final written warning warnin	Offence	1 st offence	2 nd offence	3 rd offence	4 th offence	5 th offence
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Leaving a class early without Verbal warning war	classes					
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Warning Warning	9. Failure to maintain a tidy and safe	Written	Second	Final written	Expulsion	
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1. Threats of violence/assault/Intimidation. warning 2. Assault or attempted assault to any Final written person. warning 3. Physically violent behaviour. Final written warning 4. Unprovoked fighting. Final written warning 5. Riotous behaviour. Final written warning 6. Intimidation. Final written warning 7. Possession/brandishing of a firearm or any other dangerous weapon. Final written sault/ fighting. Alcohol and drugs 1. Unauthorised possession of dagga, alcohol, narcotics or intoxicating substances on Campus or while representing the College elsewhere. 2. On College premises or representing the College premises or while representing the College premises or warning warni			warning			
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I property of another employee or Warning I			Suspension			
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student without authorisation.	student without authorisation.					

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4. Being in possession of College	Final written	Suspension			
property upon leaving College	warning				
premises					
Fraud and dishonesty					
Falsifying school/college/medical	Suspension				
certificates or any other documents.	and report to				
	police				
2. Giving or receiving or attempt to	Suspension				
give or receive any bribe.	and report to				
	police				
3. Applying or attempt to apply for any	Final written	Suspension			
College funds for wrongful use.	warning				
4. Making false statements and	Final written	Suspension			
declarations.	warning	· ·			
5. Fraudulent registration procedures.	Suspension				
6. Fraudulent non-disclosure of	Final written	Suspension			
relevant information	warning				
7. Disclosure of confidential	Final written	Suspension			
information	warning				
8. Dishonesty when writing a test or	Final written	Suspension			
Exam.	warning				
9. In possession of a leaked question	Suspension	Academic			
paper	pending	exclusion			
μαροι	investigations	onoración.			
10. Fraudulent use of college student	Suspension				
card.	Guoponoion				
Security		1			
Refusal/failure to clearly display	Final written	Suspension			
student card whilst on College	warning	Caoponoion			
premises.					
2. Refusing/failure to comply with	Final written	Suspension			
security instructions, standards and	warning	Caoponoion			
procedures.	l. a.r.ii.ig				
3. Interfering with security staff in the	Final written	Suspension			
execution of their duties.	warning	Caoponolon			
4. Unauthorized entry/exit to from	Final written	Suspension			
College premises	warning	Cuspension			
Vehicles and traffic	Warring	l			
1.Negligent driving	Final written	Suspension			
Throughgont driving	warning	Caoperiolon			
2. Reckless driving.	Final written	Suspension			
2. Rediced driving.	warning	Caoperiolori			
3. Failing to comply with College and/or		Suspension			
statutory traffic	warning	Cuspension			
regulations	waring				
4.Parking on a no- parking zone	Final written	Suspension			
The arking on a no- parking zone	warning	Cashellsioli			
5.Driving a vehicle on college terrain	Final written	Suspension			
without a valid driver's licence	warning	Caspension			
Official Communications					
1.Unauthorized media interviews	Final Written	Suspension			
1.Onadinonzed media interviews	warning	Cashellsioli			
2.Tarnishing the College brand	Final written	Suspension			
L. Tarrioring the College brand	warning				
3.Using social media to make	Final written	Suspension			
o. Osing social interia to make	r mai wiitten	<u> Casherisioni</u>			

unfounded accusations, gossip and	warning			
lies regarded as defamatory				
4.Posting anything on College social	Final written	Suspension		
media pages or personal social media	warning			
profiles that instigates or promotes				
discrimination, instigate racial tension				
or disharmony				
5.Using social media to incite other	Final written	Suspension		
persons to violence, disobedience and	warning			
generally bring the good name of the				
College into disrepute				

The below Disciplinary forms also attached as Annexures shall be used for disciplinary hearings:

- Written warning (Annexure A)
- Final written warning (Annexure B)
- Notice of disciplinary hearing (Annexure C)
- Record of disciplinary hearing (Annexure D)
- Appeal form (Annexure E)

11. APPEALS PROCEDURE FOR STUDENT MISCONDUCT CASES

- The Appeals committee will be appointed by the Principal and or the Campus Manager
- The employees appointed to serve on the Appeals committee should not have been involved in the disciplinary hearing committee.
- A student may appeal a finding or sanction by completing the relevant form included as an annexure.
- The student must, within five working days after receiving notice of the final outcomes
 of a hearing or other disciplinary procedure, submit the appeal form to his/her Campus
 Manager, who shall then forward it to the Appeals committee.
- The Appeals committee may, on good cause shown, condone the lodging of an appeal.
- The Appeals committee may uphold the appeal, reduce the sanction and or confirm the outcome of the disciplinary proceedings.
- The decision of the Appeals committee is final and must be implemented with immediate effect.
- The appeal must be finalized within 30 days after receipt of the appeal.
- If the College Appeals committee fails to resolve the matter, it is referred with a report to the College Council.
- If it fails at the Council level, all relevant referral protocols shall be followed.

12. REHABILITATION

Students who have been found guilty of misconduct shall be assisted by the Student Support Officer for rehabilitation purposes. The Officer will refer them for professional counselling at their own cost in cases where relevant counselling may not available at the College.

K. MOLOANTOA (Dr) CHAIRPERSON

ORBIT COLLEGE COUNCIL

16 September 2020

DATE

16 September 2020

DATE

D.F. MOKOENA
PRINCIPAL
(ACCOUNTING OFFICER)
ORBIT TVET COLLEGE)

ANNEXURES A



ORBIT TVET COLLEGE

WRITTEN WARNING

NAME OF STUDENT	:	
STUDENT ID NUMBER	:	
COURSE	:	
STAFF MEMBER	:	
The above student has br	eached	the disciplinary code:
Date of offence	:	
Misconduct/ Grievance	:	
Nature of offence	:	
STUDENT'S STATEMEN		

STUDENT	LECTURER
WITNESS	HEAD OF DEPARTMENT
(If student refuses to sign)	
DATE	

- One copy to student, original to be kept by HOD
- Student's signature does not signify admission of guilt, but that charges and action taken have been explained.

ANNEXURE B



ORBIT TVET COLLEGE

FINAL WRITTEN WARNING

NAME OF STUDENT	:		
STUDENT ID NUMBER	:		
COURSE	:		
STAFF MEMBER	:		
Please take note that this in any way, it will lead to a		I warning. If the disciplinary code is breached by you again nary hearing	η,
Date of offence	:		
Dates of previous warning	s:		
Misconduct/ Grievance	:		
Nature of offence	:		
STUDENT'S STATEMEN	Γ:		

	<u> </u>
STUDENT	LECTURER
WITNESS	HEAD OF DEPARTMENT
(If student refuses to sign)	
DATE	

- One copy to student, original to be kept by HOD
- Student's signature does not signify admission of guilt, but that charges and action taken have been explained

ANNEXURE C



ORBIT TVET COLLEGE

NOTICE OF DISCIPLINARY HEARING

A formal disciplinary charge has been laid against you: NAME OF STUDENT ID NUMBER OF STUDENT **COURSE CAMPUS** A formal disciplinary hearing will be held and you are obliged to be present: DATE OF HEARING **VENUE OF HEARING** TIME OF HEARING DATE SERVED The charge against you is as follows: DATE OF OFFENCE NATURE OF OFFENCE

SUSPENSION FROM CLASS

You are further advised that you have been suspended from class from:

DATE	<u>:</u>	TIME:	until
		TIME:	
writte		ou will not be permitted on the n to you by a senior member	
NOTE	E: Student receives one copy ar	nd the signed copy must be kep	t and filed.
RIGH	ITS OF STUDENT FACING DIS	SCIPLINARY ACTION/PROCEI	DURE
Stude	ent's rights (to be read by the Se	erver)	
•	The right to a formal hearing The right to be present at the	hearing	
•	The right to be given time to p	repare your case	
•	The right to be given advance	notice of the charges	
•	The right to be represented at	the hearing by an internal repre	esentative
•	The right to be assisted at the	hearing by parents/guardian if u	under aged
•	The right to ask questions on	any evidence produced, or on s	tatements of witnesses
•	The right to call witnesses to	testify on your behalf	
•	The right to an interpreter (to hearing)	be requested in writing by stud	lent 24 hours prior to the
•	The right to appeal within five Committee	(5) working days against any p	enalty by the Disciplinary
•	If you do not attend, the hearing	ng will be conducted in your abs	ence
	I certify that the above rights h	nave been read and explained to	o the student
	SERVER	DESIG	NATION
	STUDENT	WITNE (if stude	SS ent refuses to sign)

ANNEXURE D



ORBIT TVET COLLEGE

RECORD OF DISCIPLINARY HEARING

VENUE:	DATE:			
PRESENT				
DC CAPACITY	NAME	DESI	GNATION	SECTION
		1		
COMPLAINANT			STUDENT	
Witnesses for com	plainant		Witnesses for st	tudent
1.			1.	
2.			2.	
3.			3.	
Interpreter				
Representative				
Nature of alleged incident(s)	breach or misconduct	(Charg	e, date, place a	nd brief description of the

Plea: The student admits / denies the charges
Disciplinary Hearing verdict/ outcome



ORBIT TVET COLLEGE

APPEAL FORM (LODGING OF APPEAL)

In terms of the disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (to be lodged within five (5) working days after Disciplinary hearing verdict/outcome). NAME OF APPELLANT: The appeal is made on the following grounds (The appropriate areas to be marked with an X) The penalty imposed was not in line with the code of conduct sanctions Disciplinary procedures were not followed New or further evidence or witnesses are available, which could bring new facts to light and which could affect the result of the previous hearing The following reasons are submitted in support of this appeal:

DATE APPEAL LODGE

APPELLANT