



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 warning	Final warning	Refusal to write exam
<ul style="list-style-type: none">• Trimester course	4 periods within 4 weeks	8 periods within 8 weeks	12 periods within 12 weeks	Less than 80% of the total period per Trimester
<ul style="list-style-type: none">• Semester course	4 periods 4 within weeks	8 periods within 8 weeks	12 periods within 12 weeks	Less than 80% of the total period per Semester
<ul style="list-style-type: none">• Year course	4 periods 4 within weeks	8 periods within 8 weeks	12 periods within 12 weeks	Less than 80% of the total period per year

Offence	1st offence	2nd offence	3rd offence	4th offence	5th offence
Arriving late or leaving early from classes					
1. Arriving late for a class	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
2. Leaving a class early without permission or a valid reason	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
3. Extended breaks or rest periods	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
Unsatisfactory College /study performance					
1. Neglect to do homework/Assignment	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
2. Failure to progress to the next level of study three (3) times	Verbal warning	Written warning	Second written warning	Final written warning	Academic Exclusion
3. Class attendance without a text book	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
Disorderly behaviour					
1. Engaging in indecent behaviour or immoral acts.	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
2. Refusal/failure to obey a reasonable and lawful instruction.	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
3. Use of abusive language.	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
4. Insubordination.	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
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	Suspension
6. Gambling on College premises	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
7. Selling without permission in the college premises	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
8. Sexual remarks	Final written warning	suspension			
9. Sexual harassment	Suspension and report to Police				
Mass Action/Student Protests					
1. Illegal strike, sympathy strike, picketing or protest action (stay-away).	Final written warning	suspension			
2. Incitement to participate in a strike or other unruly student action.	Final written warning	suspension			
3. Misconduct of whatever nature during a strike or other student action.	Final written warning	suspension			
4. College/study stoppage without a justifiable and/or legitimate reason.	Final written warning	suspension			
Damage of College property					
1. Wilful loss of or damage to College property	Final written warning	suspension			
2. Negligent loss of or damage of College property.	Final written warning	suspension			
Safety issues					
1. Smoking in a non-smoking area.	Written warning	Final written warning	Expulsion		
2. Operating or using machines, vehicles, tools or equipment without	Final written warning	Expulsion			

authorisation.					
4. Activation of a fire alarm without a valid reason.	Final written warning	Expulsion			
6. Failure/refusal to carry out safety instructions or to wear protective clothing/equipment where required.	Written warning	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	Suspension			
2. Assault or attempted assault to any person.	Final written warning	Suspension			
3. Physically violent behaviour.	Final written warning	Suspension			
4. Unprovoked fighting.	Final written warning	Suspension			
5. Riotous behaviour.	Final written warning	Suspension			
6. Intimidation.	Final written warning	Suspension			
7. Possession/brandishing of a firearm or any other dangerous weapon.	Final written warning	Suspension			
8. Provocation which could lead to assault/ fighting.	Final written warning	Suspension			
Alcohol and drugs					
1. Unauthorised possession of dagga, alcohol, narcotics or intoxicating substances on Campus or while representing the College elsewhere.	Final written warning	Suspension			
2. On College premises or representing the College whilst under the influence of intoxicating substances.	Final written warning	Suspension			
3. Unauthorised use of alcohol, narcotics or intoxicating substances on College premises or while representing the College.	Final written warning	Suspension			
4. Drinking beverages containing alcohol at the College	Final written warning	Suspension			
Theft					
1. Unauthorised possession of College property or the property of other employees or student	Suspension and report to police				
2. Theft of College property and property of other employees or student	Suspension and report to police				
3. Removal of College property or the property of another employee or student without authorisation.	Final written warning	Suspension			

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

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

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

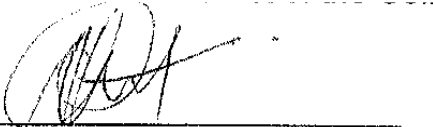
- Written warning (Annexure A)
- Final written warning (Annexure B)
- Notice of disciplinary hearing (Annexure C)
- Record of disciplinary hearing (Annexure D)
- Appeal form (Annexure E)

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 be available at the College.



K. MOLOANTOA (Dr)
CHAIRPERSON
ORBIT COLLEGE COUNCIL

16 September 2020

DATE



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

16 September 2020

DATE

ANNEXURES A



ORBIT TVET COLLEGE

WRITTEN WARNING

NAME OF STUDENT : _____

STUDENT ID NUMBER : _____

COURSE : _____

STAFF MEMBER : _____

The above student has breached the disciplinary code:

Date of offence : _____

Misconduct/ Grievance : _____

Nature of offence : _____

STUDENT'S STATEMENT:

STUDENT

LECTURER

WITNESS
(If student refuses to sign)

HEAD OF DEPARTMENT

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 is a final warning. If the disciplinary code is breached by you again, in any way, it will lead to a disciplinary hearing

Date of offence : _____

Dates of previous warnings: _____

Misconduct/ Grievance : _____

Nature of offence : _____

STUDENT'S STATEMENT:

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: _____ TIME: _____ until

DATE: _____ TIME: _____

During your period of suspension, you will not be permitted on the College premises unless written permission has been given to you by a senior member of management or for attending this hearing.

NOTE: Student receives one copy and the signed copy must be kept and filed.

RIGHTS OF STUDENT FACING DISCIPLINARY ACTION/PROCEDURE

Student's rights (to be read by the Server)

- The right to a formal hearing
- The right to be present at the hearing
- The right to be given time to prepare your case
- The right to be given advance notice of the charges
- The right to be represented at the hearing by an internal representative
- The right to be assisted at the hearing by parents/guardian if under aged
- The right to ask questions on any evidence produced, or on statements of witnesses
- The right to call witnesses to testify on your behalf
- The right to an interpreter (to be requested in writing by student 24 hours prior to the hearing)
- The right to appeal within five (5) working days against any penalty by the Disciplinary Committee
- If you do not attend, the hearing will be conducted in your absence

I certify that the above rights have been read and explained to the student

SERVER

DESIGNATION

STUDENT

WITNESS
(if student refuses to sign)

ANNEXURE D**ORBIT TVET COLLEGE****RECORD OF DISCIPLINARY HEARING**

VENUE: _____ DATE: _____

PRESENT

DC CAPACITY	NAME	DESIGNATION	SECTION

COMPLAINANT	STUDENT
Witnesses for complainant	Witnesses for student
1.	1.
2.	2.
3.	3.

Interpreter _____

Representative _____

Nature of alleged breach or misconduct (Charge, date, place and brief description of the incident(s))

Plea: The student admits / denies the charges

Disciplinary Hearing verdict/ outcome

ANNEXURE E



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