



STUDENT CODE OF CONDUCT FOR THE FREE STATE COMMUNITY
EDUCATION AND TRAINING COLLEGE

STUDENT NAME & SURNAME:

STUDENT NUMBER:

ID/PASSPORT NUMBER:
.....

I hereby accept all terms and conditions as set out in this document.

Please initial each page and sign in full on the last page.

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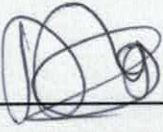

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AMENDMENT AND APPROVAL RECORD

Amendment No.	Amendment description	Originator	Approved By	Date

<p align="center">Name of CET College: Free State Community Education and Training College</p>		
<p align="center">The Code of Conduct for Students</p>		
<p align="center">Department: Governance</p> <p align="center">Responsibility : Accounting Officer</p>		
<p align="center">  <hr/> M.A Matlawa Prepared and submitted by the Accounting Officer to Council Date: <u>02/10/2019</u> </p>	<p align="center">  <hr/> F.R Sello Approved by Council (Signed by Chairperson obo Council) Date: <u>03/10/2019</u> </p>	<p align="center">Implementation Date:</p>

1. PURPOSE OF THIS STUDENT CODE OF CONDUCT

This is a Code of Conduct for Community Learning Centre (CLC) students and it contains guidelines detailing the conduct students are expected to adhere to and abide by while furthering their studies at the CLC.

2. SCOPE

The Code of Conduct applies to all students registered at the CLC and applies to all student activities, academic or otherwise, it regulates communications, class attendance, submitting and writing of assignments, projects etc. as well as interaction among fellow students.

3. ACTS OF MISCONDUCT

The following will be considered as acts of misconduct:

If the Student:

3.1 either intentionally or negligently contravenes, subverts, assists, encourages or persuades any other individual to contravene/subvert a South African law or rule recorded in this Student Code of Conduct,

3.2 refuses to obey or act contrary to any lawful instruction or request by any lecturer, centre manager or any other person who is in a position of authority or to whom authority is delegated by the Department of Higher Education Science and Technology.

3.3 commits any statutory or common law crime whilst a student of the CLC,

3.4 acts in a racist manner towards any person whilst a registered student of the CLC.

3.5 knowingly makes a false statement or otherwise provides materially false information and/or allegations to anyone,

3.6 performs an action or refrains from an action, which may prejudice or be averse to the business interests, reputation and image of the CLC or the Department.

3.7 accepts from another person any money, benefit or other reward (whether financial or otherwise) in exchange for confidential information.

3.8 offers a bribe to fellow students, lecturers or any other employees the Department,

3.9 is aware of, and fails to notify the CLC, of any Student, employee or other official of CLC who contravenes the law.

3.10 becomes aware of any fellow student, employee or other official of CLC who has received threats or promises of any nature, which may induce him/her to engage in conduct such as those set out above,

3.11 brings the name of the CLC into disrepute,

3.12 disrupts the maintenance of order and discipline at the centre,

3.13 interrupts the proper course of teaching at the CLC,

3.14 refuses or neglects to return borrowed teaching and learning material or equipment of the CLC,

3.15 unlawfully infringes on any person's human rights as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996,

3.16 performs an act, which is classified as an offence in terms of South African law and as such is harmful to the Institution, its staff, guests, contractors, students or sponsors,

3.17 acts or attempts to act in a dishonest manner, which includes, but is not limited to any form of conduct involving deception. For example, theft, unauthorized possession of property, bribery, fraud, forgery or giving false or misleading statements,

3.18 witnesses a misconduct which is likely to cause physical or emotional harm to another member of the CLC, community or staff without reporting this act to the centre manager.

5.19 intimidates, assaults or attempts to assault any person or engage in any form of violence,

3.20. plagiarises, or implies original authorship of someone else's written or creative work by incorporating such work or material, in whole or in part, into his/her own work without acknowledging or citing the source,

3.21 uses property of the CLC or damages such property in a manner that may give rise to liability for damages,

3.22. infringes or attempts to infringe on the freedom of movement of any fellow student, or staff member,

3.23. conducts him/herself in an insulting, indecent or improper manner towards a fellow student, staff member, centre manager or any member of the public,

3.24. unlawfully possesses, distributes, buys, sells or uses any dependency-inducing substance while on the CLC's premises, or in circumstances where he/she represents or is seen to represent the centre,

3.25. intentionally or negligently provides false or incorrect information in respect of the centre,

3.26. assists/encourages any other student to commit an act which constitutes misconduct.

Then the Student may be found to be in breach of the CLC Code of Conduct Professional Conduct

4. PROFESSIONAL CONDUCT

4.1. Students registered with the CLC shall at all times behave in a professional manner whilst attending or representing the CLC. Such behavioural expectations extend to any premises where the CLC offers activities.

4.2. Students attending classes may not disrupt classes by picketing, or by causing noise pollution or any form of disturbance, which prevents other students from attending or participating in learning activities.

4.3. Lecturers or facilitators may not be interfered with or prevented from carrying out their duties in any way.

4.4. Students may not attend classes while under the influence of any intoxicating substance.

4.5. Students may not vandalise premises, venues, property or equipment utilised and/or owned by CLC,

4.6. Students may not cause grievous bodily harm to any other student or CLC staff,

4.7. Students may not use abusive language towards lecturers, centre manager or fellow students.

4.8. The views and beliefs of all people at the CLC must be respected and tolerated.



5. SEXUAL MISCONDUCT

5.1. No student may behave toward or communicate with any fellow student or staff member or in a manner that is sexually inappropriate, coercive, violent or harassing.

5.2 In addition, sexual harassment, constitutes Sexual Misconduct and is punishable by law.

6. GENERAL, ACADEMIC AND ADMINISTRATIVE RULES

Students must at all times comply with all general, academic and administrative rules of the CLC. Students must at all times comply with the prescribed and determined cut-off dates for submission of assignments and portfolios.

7. DISHONEST PRACTICE

Notwithstanding what is considered, in terms of this Student Code of Conduct, to be misconduct, the CLC specifically records the following dishonest practices, which will not be tolerated:

8. FRAUD

Fraud is false representation to obtain unjust recognition or advantage and may include but is not limited to:

8.1. Falsification of previous qualifications or academic records in order to gain admission CLC.

8.2. Using false information, or producing false statements regarding any particular admission requirements.

8.3. Using a false name, identity number or Student number.

8.4. Using false or copied medical documentation and the falsification of medical examination result letters.

9. PLAGIARISM

Plagiarism is theft of another person's intellectual property and is seen as an academic crime and viewed in a serious light. Should the Student be found to have performed that which the CLC deems as a misconduct or a dishonest practice, the CLC may take the appropriate disciplinary steps, the procedures of which are recorded in this Student Code of Conduct. A student is guilty of plagiarism if he/she uses another person's ideas, or words from books, articles, dissertations, theses, reports, notes, course material, other students' assignments, e-mail messages, and everything on the Internet as if these ideas or words are his/her own.

10. EXAMINATION AND FORMAL ASSESSMENT REGULATIONS

The CLC's objective is to provide the Student with a platform for an academic qualification.

The recorded prescribes are not to be interpreted as an exhaustive list, but rather minimum requirements:

10.1 No unauthorised material may be in the Student's possession during an examination session. Examples of unauthorised material includes, inter alia, any material or device that contains notes.

10.2 Students may not, before or during the examination, write any notes on any part of their bodies, their clothes or any other object. During the examination in the examination room, rough notes may be made only on the question paper, or in the answer booklet, and should be crossed out and designated as such, and be handed in with the examination scripts.

10.3 Students may not tear out any portion of the examination books.

10.4 Examination books remain the property of the Department and may not be removed from an examination room under any circumstances.

10.5. All examination books must be handed to the invigilator when exiting the examination room.

10.6. Students may not leave the examination room during the first hour of an examination session.

10.7. Students are required to write on both sides of the pages in the examination books.

10.8. No refreshments other than bottled water are allowed in the examination venue.

10.9. It is an examination infringement to assist or to attempt to assist another student, ask another student for assistance, receive assistance from another student, or to try to make contact with another student in any way whatsoever.

10.10. No cell phones are allowed into the examination venue.

10.11. Any student who infringes the examination regulations in any way may be subject to punitive measures by the CLC/Department.



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11. EXAMINATION INFRINGEMENT PROCESS

11.1 In the event of suspected examination infringement, the Student must cooperate with the

Invigilator.

11.2 The Invigilator will confiscate the Student's examination book with the evidence (notes, etc.).

11.3 The Invigilator together with the Student will write and sign a report on the incident.

11.4 A second examination book will be offered to the Student who must then answer the question paper from the beginning.

11.5 The examination books, invigilator's report, student's report (optional) and evidence will be forwarded to the Department's Examination Section.

12. MISCONDUCT PROCEDURES

12.1 In the event of an alleged transgression of this Student Code of Conduct, a charge of Student misconduct may be laid with the centre manager of the CLC. The centre manager reserves the right to investigate or delegate the investigation of any misconduct.

12.2 The centre manager is not obligated, but reserves the right to, at any time investigate an allegation of misconduct and inform the Student, parent(s) or legal guardian of a Student of any possible disciplinary investigation and/or proceedings conducted against the Student.

12.3 A Disciplinary Committee will conduct hearings and propose imposed penalties in accordance with this Student Code of Conduct.

12.4 The centre manager may appoint a staff member or a person outside the Institution to act as an initiator/prosecutor in proceedings before a Disciplinary Committee.

12.5 If the centre manager is of the opinion that a formal charge of misconduct against the Student is warranted, then, he/she may have such a charge formulated.

13. EXPEDITED INFORMAL PROCEDURE

13.1. The centre manager may in his/her personal capacity, or on a delegated basis at her/his discretion, investigate a complaint, finalise the matter and impose a penalty through agreement with the alleged transgressor, in an expedited manner or refer a charge of misconduct for investigation.

13.2. The centre manager may impose a penalty and summarily dispose of the matter. In the event that any other penalty is agreed upon, the FS-CETC must approve the agreement between the centre manager and the Student.

14. THE INSTITUTION'S CONTROLLED PREMISES

14.1 The centre manager may, at his/her discretion, if there are reasonable grounds for suspecting that a Student has committed serious misconduct, or in any other appropriate circumstances, temporarily suspend a Student and/or deny a Student access to any or all of the centre's-controlled premises pending the result of a disciplinary investigation.

14.2 The centre manager is entitled to act in the manner set out above if he/she is of the opinion that it is reasonably necessary in order to protect the interests of the Student involved, other students, staff members, and members of the public and/or the centre.

14.3. The Student shall be entitled to make verbal representations to the centre manager should he/she be of the opinion that the grounds for suspension does not exist or does not justify his/her temporary suspension, or that compelling additional circumstances exist that should be considered.

14.4. The centre manager shall consider the aforementioned representations and exercise his/her discretion in a fair and just manner, taking into account all the relevant circumstances.

14.5. Formal Plea and Penalty process

In the event that a charge or charges have been formulated against a Student, and the Student:

14.6. Freely and voluntarily admits the charge(s) against him/her;

14.7. Has been given the opportunity to make representations to the centre manager on the appropriate disciplinary measures and relevant aspects; and

14.8. Has freely and voluntarily entered into a Plea and Penalty agreement with the centre;

Then the centre manager may take disciplinary steps against the Student in accordance with this Student Code of Conduct. Thereafter, the charge, admission of guilt and disciplinary measures imposed shall be noted and recorded by the Chairperson of the Disciplinary Committee, in the presence of the Student, or the Student and/or his/her parent(s) or legal guardian, or the Student and/or his/her qualified and practicing legal representative.

If it appears that the Student wishes to revisit his/her decision regarding the Plea and Penalty agreement or wishes to make further representations, the Chairperson of the Disciplinary

Committee may at any time before the Student is found guilty, remit the matter to the centre manager for further consideration.

15. FORMAL DISCIPLINARY PROCESS

15.1 If charges against a Student have been formulated and the Student denies the charge(s) against him/her, the centre manager may convene a disciplinary investigation by the Disciplinary Committee. The committee will determine whether the Student is guilty of the alleged misconduct and decide on disciplinary measures in accordance with this Student Code of Conduct.

15.2 The written charge shall be compiled and delivered to the Student concerned. In the document the Student shall be summoned to appear at the specific date, time and venue stated in the document in order to answer to the charge.

C15.3.A Student shall be entitled to be accompanied by his/her parent(s) or legal guardian and/or qualified and practicing legal representative during the disciplinary proceedings. The Chairperson of the Disciplinary Committee may give permission to a third party other than the parent(s) or guardian of the Student to assist the Student. This third party will be allowed to provide general support to the Student, but shall not act as a legal representative.

15.4. Should the Student decide to retain the services of a qualified and practicing legal representative, such services shall be retained entirely at his/her discretion and at his /her own expense. The name and contact details of such legal representative must be submitted to the centre manager prior to the date of the disciplinary proceedings. Neither the centre nor the Student shall, during the course of a disciplinary proceeding, have any claim against each other pertaining to the costs incurred by a party in respect of legal representation.

15.5 The procedure followed during any disciplinary proceeding shall be determined by the Chairperson of the Disciplinary Committee.

The proceedings shall include that the Student:

- Is provided with sufficient details of the charge(s) against him/her.
- Is afforded reasonable time to prepare for the proceedings.
- Does not have to incriminate himself/herself.

- Is asked whether he/she understands the charge(s) and is requested to enter a plea of guilty or not guilty to the charge(s).
- Is permitted to call witnesses to give evidence in his/her favour.
- Is allowed to cross examine anyone who gives evidence against him/her.
- Is allowed to present his/her case to the Disciplinary Committee.
- Is allowed to address the Disciplinary Committee on any relevant aspect.
- Is allowed to present mitigating circumstances if found guilty of any charge(s) against him/her.
- Is entitled to be informed of any further internal processes (any possible appeal), which he/she may pursue and the possible consequences or results of such processes, and
- Is upon request, provided with written reasons for any decision made by the Disciplinary Committee.

The Disciplinary Committee shall keep minutes of the proceedings and ensure that such minutes are kept in an appropriate manner.

If requested in writing by a Student who has been found guilty of any charge(s), the Disciplinary Committee must furnish written reasons for its decision and/or disciplinary measures imposed within a reasonable period after such request has been made. After submission of the mentioned written reasons, the Disciplinary Committee will have fulfilled its function.

16. PENALTIES

Upon finding a Student guilty of misconduct and having heard evidence in mitigation, the Chairperson at the Disciplinary Committee may impose any one of, or a combination of the following penalties, (which is not exhaustive):

16.1 Reprimand the Student.

16.2. Temporarily or permanently deprive the student of any right or privilege associated with his/her registration as a Student at the centre;

16.3. Impose a fine not exceeding the amount determined from time to time for this purpose by Council, and/or order the Student to pay an amount which amounts to the actual damage caused by the Student and/or to reimburse any other party for damages suffered;

16.4. Compel the Student to perform community service within the centre for a specified number of hours as are deemed to be reasonable given the nature and seriousness of the transgression and the evidence presented to the committee.

16.5. Deny the Student the right or privilege to register for a particular module, or revoke a credit obtained in a module.

16.6. Suspend the Student's registration for a specified period.

16.7. Permanently expel the Student from the Institution.

16.8. The Chairperson may suspend any of the above penalties wholly or in part on condition that the Student adheres to or complies with any measure imposed, which is designed to correct behaviour, educate Students and/or act as incentive to modify behaviour.

16.9...If an appeal against a decision of the Disciplinary Committee is lodged,

16.10. The Chairperson may, in appropriate circumstances, suspend any disciplinary measure imposed by the Committee pending the result of the appeal.

16.11. Students will be required to cover all costs involved including legal procedures and remunerate committee members not on the centre payroll.

16.12. Imposed fines and costs must be paid within 60 days of the finding and penalty impaired.

I hereby accept all terms and conditions as set out in this document.

STUDENT NAME & SURNAME:

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STUDENT NUMBER:

ID/PASSPORT NUMBER:

Please initial each page and sign in full on the last page.

References

NB. This document was taken from "Open Window Student Code of Conduct" and some parts were amended to suite the Community Learning Centres in Community Education and Training Colleges

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