




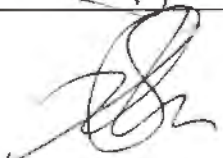
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Mr. / Mrs. / Ms. Initial. Surname <i>RIBA KA</i> PRINCIPAL:		<i>05/12/25</i>
Mr. / Mrs. / Ms. Initial. Surname COUNCIL CHAIRPERSON:		<i>05/12/25</i>

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LIST OF ACRONYMS AND ABBREVIATIONS

DHET – Department of Higher Education and Training

SRC – Student Representative Council

FETC – Further Education and Training College

NSFAS – National Student Financial Aid Scheme

SSS – Student Support Services



BACKGROUND AND RATIONALE

The Student Code of Conduct has been developed to ensure consistency, fairness, and clarity in the management of student behaviour across all campuses of Port Elizabeth TVET College.

It aligns with relevant DHET policies and national legislative frameworks governing student conduct, safety, and academic integrity.

This policy reinforces the College's commitment to fostering an environment characterised by respect, accountability, professionalism, and mutual cooperation. It also establishes clear mechanisms for addressing misconduct and resolving grievances in a transparent and constructive manner.

INTRODUCTION

This Student Code of Conduct outlines the behavioural expectations, disciplinary procedures, and responsibilities of all students enrolled at Port Elizabeth TVET College. The purpose of this document is to promote a positive, safe, and supportive learning environment that enables effective teaching, learning, and holistic student development.

PURPOSE

The purpose of this Code of Conduct is to clearly outline the behavioural expectations, rights, and responsibilities of students to ensure the creation of a safe, respectful, and academically conducive learning environment. It establishes uniform standards for discipline, enhances accountability, and promotes student development and success.

SCOPE

This policy applies to all registered students of Port Elizabeth TVET College across all campuses, including full-time, part-time, learnership, skills programme, and occupational programme students. It covers all activities conducted on campus, online learning spaces, and all College-sanctioned events or activities occurring off-campus.



DEFINITIONS

For the purpose of this policy:

- 'Student' refers to any individual formally registered with the College.
- 'Misconduct' refers to any behaviour that violates the rules, values, or principles outlined in this code or in applicable legislation or DHET requirements.
- 'Disciplinary Committee' refers to a formally appointed panel responsible for conducting disciplinary hearings.
- 'Appeal' refers to a formal request to review or reconsider the outcome of a disciplinary hearing or sanction.
- 'College premises' includes all buildings, grounds, facilities, and vehicles owned or leased by the College.

LEGISLATIVE AND POLICY FRAMEWORK

This policy is guided and informed by the following legislation and regulatory frameworks:

- Continuing Education and Training Act 16 of 2006 (as amended)
- Higher Education Act 101 of 1997
- South African Schools Act 84 of 1996 (where applicable)
- National Policy on the Conduct of Higher Education and Training Institutions
- DHET Public FETC Attendance and Punctuality Policy
- The Constitution of the Republic of South Africa, 1996
- Protection of Personal Information Act (POPIA) 4 of 2013
- Criminal Procedure Act 51 of 1977 (for reportable offences)

These instruments ensure that this Code is aligned with national expectations for student governance, fairness, safety, and academic integrity within postsecondary education institutions.



STUDENTS' CODE OF CONDUCT AND DISCIPLINARY POLICY

PORT ELIZABETH TVET COLLEGE is committed to:

- i. Respecting the rights, values and dignity of all individuals.
- ii. Promoting quality education, training, and the holistic development of its students.
- iii. Integrity, transparency, and accountability in all businesses and operations.
- iv. Promoting teamwork and loyalty.
- v. Social accountability and the promotion of transformation.
- vi. Establishing and maintaining a positive culture of study, teaching, learning and skills development training.
- vii. Promoting the 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 (Dower, Iqhayiya and Russel Road campuses), 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 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 PE TVET 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 of the College.
- 2.3. Students **MUST** fill out 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 PE TVET College Attendance and Punctuality Policy.

CONSEQUENCES:

The level for measuring attendance will be the 'present' level. Where absence is unauthorised

the following 3 stages of follow up will be implemented:

Stage 1 Formal Warning

- This can be issued by the lecturer where there are concerns about attendance.
- There should be no more than 3 formal warnings before moving to stage 2.

Stage 2 Formal Absence Review Meeting with lecturer and programme manager (plus disciplinary warning if appropriate) where:

- Attendance: Below 80% 'present', or absent one or more sessions in a week or 4 or more absences in any 4 week period.
- Lateness: late twice in a week or more than 5 times in any 4 week period or other patterns of lateness.
- Patterns of absence, e.g. every Monday, every Friday, specific lessons, etc. or sickness occurring on a regular basis.



- Unauthorised absences could lead to NSFAS payments, where applicable, being stopped for the rest of the term/trimester.
- The review meeting should discuss reasons for absence, and decide on the support where required and methods to catch up on missed work. The review meeting should result in an action plan which is agreed to by the student.
- There should be no more than 2 formal absence review meetings before moving to stage 3.

Stage 3 Formal Hearing with academic manager

- Attendance: Continued 'present' rate of less than 80%, persistent lateness or failure to improve despite warnings or absence reviews.
- If a second formal hearing for poor attendance or punctuality is held, this can lead to final written warning.
- Should a student fail to comply after the final written warning, this could lead to the cancellation of entry to a final examination or exclusion.

Where attendance is affected by authorised 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.

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. AUTHORISED ABSENCE

An absence can only be authorised where:

- i. It is agreed in advance with a College lecturer.
- ii. Every attempt has been made to schedule external appointments outside of College times.

Authorised absences may include:

- i. Sickness supported by a medical/registered traditional healer's certificate
- ii. Medical/registered traditional healer's appointments
- iii. Court appearances
- iv. Work or Higher Education interviews
- v. Appointments with government or voluntary organisations
- vi. Funerals
- vii. Religious holidays
- viii. Driving Tests
- ix. Curriculum agreed external events or work placements

An absence can be authorised by a College lecturer for exceptional and unavoidable personal circumstances or by agreement with an appropriate programme manager

6. ATTIRE AND GENERAL APPEARANCE

Students should wear neat and presentable clothes at all times.



7. 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.

8. SPECIFIC RULES

- 8.1. All cell phones must be switched off during lecturing times and examination hours.
- 8.2. No trading of goods is allowed in the College premises without permission from the Campus Manager.
- 8.3. No smoking inside or near any buildings – smoking is allowed only at designated areas.
- 8.4. Keep away from all vehicles, motorcycles and bicycles at all times for security reasons during the protest.
- 8.5. No gambling is allowed within College premises and surrounding areas.
- 8.6. No playing or loitering on verandas, in corridors or in toilets and classrooms.
- 8.7. Always Have proof of identification (student card/ID document) available – students might be asked to identify themselves at any random period

9. 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 are as prescribed in the PE TVET College 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).

9.1. All academic hearings at the delivery site should be heard by the disciplinary committee that has the following members:

- i. Lecturer concerned
- ii. Senior lecturer/ Head of department
- iii. Student Support Official
- iv. SRC member

9.2. All other hearing at the delivery site should be heard by the disciplinary committee that has the following members:

- i. Academic Programme Coordinator/ Head of administration
- ii. Senior lecturer or Head of Department
- iii. Student Support Official
- iv. SRC member

9.3. Campus Appeals committee should comprise of the following members:

- i. Campus Manager
- ii. Head of Department
- iii. Student Support Official
- iv. SRC member who did not sit during the disciplinary hearing



9.4. College disciplinary Committee should comprise of the following members:

- i. Campus manager
- ii. Student Support Official
- iii. Audit and Risk Official
- iv. SRC member

9.5. College Appeals Committee should comprise of the following members;

- i. The Principal or appointed delegate
- ii. Deputy Principal Academic Programmes
- iii. Student Support Services- Central
- iv. Audit and Risk Manager
- v. SRC member- Executive portfolio

9.6. Disciplinary procedure step by step guideline:

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

- i. The student will be allowed to present a written statement/report.
- ii. The student will be interviewed for facts gathering.
- iii. The College should invite the parent/guardian for parental involvement.
- iv. The student will be presented with a written notice to attend a disciplinary hearing on a specific time and date.
- v. The student will have the right to be represented by fellow student or SRC member of his/her choice.
- vi. The student will have the right to an interpreter.
- vii. The student will have the right to call witnesses.
- viii. The student or his representative will have the right to cross examine the



witnesses.

- ix. If found guilty, the student will be afforded an opportunity to prove mitigating circumstances.
- x. The student will be informed in writing of the outcome of the disciplinary hearing.
- xi. The student will have the right to appeal.
- xii. All sanctions, as stipulated in the code conducted, will only be enforced after the above-mentioned disciplinary procedures have been followed.
- xiii. Corrective measures will be explored and applied before suspension where applicable.
- xiv. Serious and criminal offences will result in the immediate suspension until conclusion of the disciplinary process.

10. GRIEVANCE PROCEDURE GUIDELINES

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

- i. If a student has a grievance, he/she should attempt to solve the problem by taking it up with the staff member involved.
- ii. In case of failure to resolve the problem or conflict, the student must report to the SRC.
- iii. 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.
- iv. An individual student or SRC member can submit a grievance/grievance form to the Manager on site should the above fails.
- v. The Manager on site must designate a student grievance officer who must track all grievances.
- vi. If it fails, the Manager on site must refer the grievances with a report to the



Principal to resolve.

- vii. All grievances should be in writing.
- viii. Strikes, walkouts, vandalism, assaults etc. are not considered as acceptable mechanisms to deal with grievances and will be dealt with in an appropriate manner.

11. MISCONDUCTS AND DISCIPLINARY SANCTIONS

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

Any student found to have committed, participated in, or been complicit in an act that constitutes a criminal offence under South African law shall be subject to disciplinary action by the College, in addition to any legal consequences imposed by law enforcement authorities.

MISCONDUCT	SANCTIONS			
	First warning	Second warning	Final warning	Refusal to write Exam
Trimester course	4 periods within 4 weeks	8 periods within 8 weeks	12 periods within 12 weeks	Less than 80% of the total periods per Trimester
Semester course	4 periods 4 within weeks	8 periods within 8 weeks	12 periods within 12 weeks	Less than 80% of The total periods per Semester
Year course	4 periods 4 within weeks	8 periods within 8 weeks	12 periods within 12 weeks	Less than 80% of the total periods per year



OFFENCES	1 st offence	2 nd offence	3 rd offence	4 th offence	5 th offence
Arriving late or leaving early from classes					
1. Arriving late for a class	Verbal warning	Written warning	Second written warning	Final written warning	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 textbook	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
Disorderly Behaviour/ conduct					
1. Engaging in indecent behaviour or immoral acts.	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
2. Refusal/failure to obey reasonable and lawful instructions.	Verbal warning	Written warning	Second written warning	Final written warning	Suspension
3. Use of abusive language and body-shaming.	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 phones 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 on 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. willful 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 authorisation.	Final written warning	Expulsion			
3. Activation of a fire alarm without a valid reason.	Final written warning	Expulsion			



4. Failure/refusal to carry out safety instructions or to wear protective clothing/equipment where required.	Written warning	Final written warning	Expulsion		
5. Failure to report an accident/safety incident.	Written warning	Final written warning	Expulsion		
6. 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. 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	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. Possession of College property or the property of employees or students.	Suspension and report to police				



2. Theft of College property and property of employees, visitors or students.	Suspension and report to police				
3. Removal of College property or the property of an 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			
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 unfounded accusations, gossip and lies regarded as defamatory.	Final written warning	Suspension			



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:

1. Written warning (Annexure A)
2. Final written warning (Annexure B)
3. Notice of disciplinary hearing (Annexure C)
4. Record of disciplinary hearing (Annexure D)
5. Appeal form (Annexure E)

12. APPEALS PROCEDURE FOR STUDENT MISCONDUCT CASES

- i. The Appeals committee will be appointed by the Principal and or the Campus Manager
- ii. The employees appointed to serve on the Appeals committee should not have been involved in the disciplinary hearing committee.
- iii. A student may appeal a finding or sanction by completing the relevant form included as an annexure.
- iv. 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.

- v. The Appeals committee may, on good cause shown, condone the lodging of an appeal.
- vi. The Appeals committee may uphold the appeal, reduce the sanction and or confirm the outcome of the disciplinary proceedings.
- vii. The decision of the Appeals committee is final and must be implemented with immediate effect.
- viii. The appeal must be finalized within 30 days after receipt of the appeal.
- ix. If the College Appeals committee fails to resolve the matter, it is referred with a report to the College Council.
- x. 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 Services Office for rehabilitation purposes. The campus SSS Officer will refer them for professional counselling at their own cost in cases where relevant counselling may not be available at the College.

PRINCIPAL

(Accounting Officer- PE TVET College)

DATE

COUNCIL CHAIRPERSON

PORT ELIZABETH TVET COLLEGE

DATE



ANNEXURE A

WRITTEN WARNING

NAME OF STUDENT : _____

STUDENT ID NUMBER : _____

COURSE : _____

STAFF MEMBER : _____

DATE OF OFFENSE : _____

MISCONDUCT/ GRIEVANCE (Scratch not applicable)

NATURE OF OFFENSE

STUDENT'S STATEMENT:



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

STUDENT CODE OF CONDUCT



PORT ELIZABETH
TVET COLLEGE

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.

GET AHEAD GET AN EDUCATION

020-563-npo

Port Elizabeth Technical and Vocational Education and Training Colleges (TVE T)

Private Bag X6040, Port Elizabeth 6000 • Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Email: info@pec.edu.za

Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111 • Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 401 3817

Russell Road Campus - Tel: 041 509 6300, Fax: 041 585 5430 • Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

www.pecollege.edu.za



ANNEXURE B

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 (Scratch not applicable)

NATURE OF OFFENSE

STUDENT'S STATEMENT:



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

STUDENT CODE OF CONDUCT



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.

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Russell Road Campus - Tel: 041 509 6300, Fax: 041 585 5436 • Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
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ANNEXURE C

NOTICE OF DISCIPLINARY HEARING

Formal disciplinary charge(s) has been laid against you:

NAME OF STUDENT : _____

ID NUMBER OF STUDENT : _____

COURSE : _____

CAMPUS : _____

A formal disciplinary hearing will be held and **you are obligated to be present:**

DATE OF HEARING : _____

VENUE OF HEARING : _____

TIME OF HEARING : _____

DATE SERVED : _____

The charge(s) against you is/are as follows:

DATE OF THE OFFENCE : _____

NATURE OF THE OFFENCE



SUSPENSION FROM CLASS(es)

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)

1. The right to a formal hearing
2. The right to be present at the hearing
3. The right to be given time to prepare your case
4. The right to be given advance notice of the charges
5. The right to be represented at the hearing by an internal representative
6. The right to be assisted at the hearing by parents/guardian if under aged
7. The right to ask questions on any evidence produced, or on statements of witnesses
8. The right to call witnesses to testify on your behalf
9. The right to an interpreter (to be requested in writing by student 24 hours prior to the hearing)
10. The right to appeal within five (5) working days against any penalty by the Disciplinary Committee
11. 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



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

STUDENT CODE OF CONDUCT



PORT ELIZABETH
TVET COLLEGE

SERVER

DESIGNATION

STUDENT

WITNESS

(if student refuses to sign)

GET AHEAD GET AN EDUCATION

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(ANNEXURE D)

RECORD OF DISCIPLINARY HEARING

VENUE: _____

DATE: _____

DC CAPACITY	INITIAL & LAST NAME	DESIGNATION	SECTION/ UNIT

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))



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

STUDENT CODE OF CONDUCT



Plea: The student ADMITS/ DENIES the charges.

Disciplinary hearing verdict / outcome:



(Annexure E)

APPEAL FORM

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 LODGED

APPELLANT