



# LETABA FET COLLEGE

**QUALITY MANAGEMENT POLICY: LET/QM/CSG08**

**TITLE: STUDENT CODE OF CONDUCT**

**VERSION: 0.2**

**ISSUED: January 2011**

**REVIEWED: January 2013**



# LETABA FET COLLEGE

## STUDENT CODE OF CONDUCT

**REFERENCE:** LET/QM/CSG08: Code of Conduct – Students

**DIVISION:** Student Support Services

### 1. STUDENT BEHAVIOUR

- a) Student must always behave in a courteous and considerate manner towards each other, the SRC, all members of staff and visitors to the Campus.
- b) Setting a good example in terms of appearance and behaviour during campus hours and also after hours.
- c) Student will not behave in a ways that will result in the disruption of classes of other students, or which will cause physical or emotional harm to another person.
- d) Student commit him/herself not to engage in strike actions at the campus/disrupt classes/vandalise campus property.
- e) Student shall comply and follow the College Rules at all times.
- f) I will avoid involving myself in confrontations that will diminish the integrity and reputation of the College.
- g) I will refrain from drinking alcohol and taking or dealing with illegal drugs

### 2. CLASS ATTENDANCE

- a) A student shall comply with the 80% Class Attendance Policy of the College in which it states
- b) Students are expected to attend every lecture, should a student be unable to attend a class he/she will make prior arrangements with the lecturer in question and/or submit a medical certificate if need be.
- c) A student with an unsatisfactory class attendance will be subjected to the disciplinary actions of the College
- d) Any student that involves him/herself in copying of work from another student or vice versa exposes themselves to the disciplinary actions that is in place in the College.

### 3. EXCLUSION/EXPULSION FROM COLLEGE

- a) Should the behaviour of a student be of such a nature that it detrimental affects the moral and disciplinary standards of the College or the emotional and physical well-being of other persons; such a person will be immediately expelled from the College pending a disciplinary hearing.
- b) In the case of serious criminal offences such as theft, dishonesty, copying of work and assault, criminal charges may be laid against the student. In such a case the student may be suspended from the campus premises with immediate effect or be expelled or suspended for a period of 18 months.

### 4. DENIAL OF PRIVILEGES

- a) The Disciplinary Committee will take the following action over and above the routine disciplinary measures that have been put into place:
- b) Participating in extra mural activities such as student tours and going on excursions, will be denied to those students, whose conduct record is unsatisfactory,
- c) A student whose conduct record is unsatisfactory will not receive bursaries or a testimonial. The Letaba FET College may not be used as a reference when applying for a position.
- d) All misconduct of behaviour, serious and less serious, will be submitted to the SSS Officer in writing, where it will be kept on record,
- e) A prescribed complaint with full details must be completed and submitted to the SSS Office.

**5. PARENT ACCOUNTABILITY**

- a) Parents/guardians acknowledge that transport and accommodation fees are the responsibility of the parent/guardian and to see to it that the student is on time for his/her class.
- b) The parents/guardians also agree that students can apply for a bursary. Should the bursary application not succeed the parent/guardian will be liable to cover the tuition fee.
- c) The parents/guardian undertakes to pay the tuition fees not covered by a bursary on agreed instalments or once off as agreed upon with the Campus Managers.

**GENERAL**

The Ultimate goal of the Code of Conduct and the Disciplinary Policy is to ensure that the FET College maintains a standard of discipline acceptable to students, parents/guardians and staff members without discipline constructive and meaningful education cannot take place

Complaints by staff members or students must be done as prescribed in the Disciplinary Policy, depending on the level of offence.

I, \_\_\_\_\_

(Full name and surname of student)

ID Number:  Cell phone number :

in group \_\_\_\_\_

Hereby acknowledge that I have read the contents of the College Rules and that I will abide thereto. I also declare that I fully understand the contents of this Code of Conduct and those of the College Rules.

\_\_\_\_\_  
SIGNATURE OF STUDENT \_\_\_\_\_  
Date

I, \_\_\_\_\_

(Full name and surname of parent)

ID Number:  Cell phone number :

Hereby acknowledge that I have read the contents of the Code of Conduct and that I will abide thereto.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_  
Date