



AKADEMIA

AD FUTURUM PER FONTES

DISSIPLINÊRE BELEID VIR STUDENTE

DISCIPLINARY POLICY FOR STUDENTS



Dissiplinêre Beleid vir Studente

Disciplinary Policy for Students

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1 Doel van die beleid

Die doel van hierdie “Dissiplinêre Beleid vir Studente” (hierna “die Beleid” genoem) is om reëls, riglyne, ’n institusionele raamwerk en basiese strategieë te voorsien waarvolgens regtens geoorloofde beginsels toegepas kan word by die hantering van die nie-nakoming van enige beleid, voorskrif, reël, direktief en/of bepaling van Akademia. Dit geld ook vir die hantering van die verontagsaming van enige administratiewe gesag en vir ander gevalle van onaanvaarbare en strafbare gedrag wat voorkom tydens en met betrekking tot die administrasie en deelname aan onderrig en leer, assessering en alle verwante bedrywighede wat aangebied of georganiseer word deur of namens Akademia.

2 Omvang en toepassing

- 2.1 Alle studente is vanaf datum van aansoek onderworpe aan hierdie Beleid en aan enige ander beleid, voorskrif, reël, direktief en/of bepaling van Akademia wat toepaslik deur verwysing geïnkorporeer word en gevolglik saamgelees en gelyklopend hiermee van toepassing sal wees.
- 2.2 Die Beleid en sy prosedures geld vir alle vorme van wangedrag ten opsigte van alle bedrywighede wat betrekking het op, of

1 Purpose of the policy

The purpose of this “Disciplinary Policy for Students” (hereafter referred to as “the Policy”) is to provide rules, guidelines, an institutional framework and basic strategies according to which legally permissible principles can be applied when dealing with non-compliance with any policy, prescription, rule directive and/or stipulation of Akademia. This also applies to dealing with the disregard for any administrative authority and for other instances of unacceptable and punishable behaviour occurring during and in relation to the administration and participation in teaching and learning, assessment and all related activities conducted or organised by or on behalf of Akademia.

2 Scope and application

- 2.1 All students are subject to this Policy as of date of application, and to any other policy, prescription, rule, directive and/or provision of Akademia that is appropriately incorporated by reference and will, therefore, be read together and apply concurrently with this.
- 2.2 The Policy and its procedures apply to all forms of misconduct in respect of all activities relating to, or organised by, or on



georganiseer word deur of namens Akademia. As sodanig, is die Beleid 'n poging om te verseker dat goeie gedrag aangemoedig word ter ondersteuning van 'n bevorderlike onderrig- en leeromgewing asook studente en om die reputasie van Akademia as 'n instelling van hoër onderwys te beskerm.

- 2.3 Hierdie Beleid word deur die Senaat van Akademia goedgekeur.
- 2.4 Die Registrateur is verantwoordelik vir die handhawing van studentedissipline en gevolglik vir die uitvoering van hierdie Beleid en die oplegging en afdwinging van toepaslike strafmaatreëls.
- 2.5 Dit blyk uit die bogemelde dat studente bewus moet wees van wat 'n oortreding of wangedrag daarstel, die prosedure wat op 'n bewering van wangedrag volg, en die strafmaatreëls wat Akademia mag opleë indien vasgestel word dat 'n student hom aan wangedrag skuldig gemaak het.
- 2.6 Alle gevalle van wangedrag word volgens die Beleid oorweeg. Die Beleid bevorder die regverdig en regmatige beoordeling van dissiplinêre aangeleenthede en die oplegging van toepaslike strafmaatreëls.

behalf of Akademia. As such, the Policy is an attempt to ensure that good behaviour is encouraged in support of an environment conducive to teaching and learning as well as student life, and to protect Akademia's reputation as an institution of higher education.

- 2.3 This Policy is approved by the Senate of Akademia.
- 2.4 The Registrar is responsible for maintaining student discipline and, consequently, for the execution of this Policy, and the imposition and enforcement of appropriate punitive measures.
- 2.5 It is clear from the above that students should be aware of what constitutes an offence or misconduct, the procedure that follows an allegation of misconduct, and the punitive measures that Akademia may impose if it is determined that a student has been guilty of misconduct.
- 2.6 All cases of misconduct are considered according to the Policy. The Policy promotes the fair and lawful assessment of disciplinary matters and the imposition of appropriate punitive measures.



2.7 Ten einde te bepaal of 'n student se gedrag op wangedrag neerkom en/of die gedrag deur 'n spesifieke reël of aanklag gedek word, sal die bepalende faktor te alle tye die wangedrag of oortreding wees waarop sodanige reël van toepassing is.

3 Oogmerk

Die Beleid respekteer Akademia se waardes van geloof, hoop en liefde, rentmeesterskap, pionierskap, verbondenheid en die strewe na kennis en wysheid. Derhalwe word Akademia deur middel van die Beleid verbind tot bevordering van die instelling se reputasie vir uitnemendheid in onderrig, leer, navorsing en diensbaarheid aan sy studente en personeel wat hul opvoedkundige, intellektuele en professionele behoeftes betref. Die Beleid bevorder etiese, respekvolle, verantwoordelike en pligsgetroue optrede deur studente in die uitvoering van alle bedrywighede wat betrekking het op Akademia as 'n instelling van hoëronderrig, terwyl daar gestrewe word om 'n omgewing te skep en te handhaaf wat die instelling se studente bemagtig om hul hoogste potensiaal te verwesenlik, sonder vrees vir benadeling.

2.7 To determine whether a student's conduct amounts to misconduct and/or whether the conduct is covered by a specific rule or charge, the determining factor always will be the misconduct or violation to which such rule applies.

3 Purpose

The Policy respects Akademia's values of faith, hope and love, stewardship, pioneership, commitment and the pursuit of knowledge and wisdom. Therefore, through the Policy, Akademia is committed to promoting the institution's reputation for excellence in teaching, learning, research and service to its students and staff in terms of their educational, intellectual and professional needs. The Policy promotes ethical, respectful, responsible and conscientious behaviour by students in the execution of all activities pertaining to Akademia as an institution of higher education, while striving to create and maintain an environment that empowers the institution's students to realise their highest potential, without fear of harm.



4 Algemene studentegedrag en voorskrifte

- 4.1 Daar word van studente verwag om die reëls en voorskrifte met betrekking tot gedrag soos in hierdie Beleid uiteengesit na te kom, by gebrek waarvan dissiplinêre optrede ingestel sal word en toepaslike strafmaatreëls sal volg.
- 4.2 Dit is 'n vereiste dat elke student hom sal vergewis van al die bepalings van die beleide, reëls en voorskrifte van Akademia in verband met die aangeleenthede wat in die Beleid uiteengesit word.
- 4.3 Onkunde sal nie as verskoning aanvaar word by oortreding van enige van hierdie bepalings nie.

5 Wangedrag

'n Handeling van 'n student word ingevolge hierdie Beleid as wangedrag beskou, indien die student een of meerdere van die volgende oortredings begaan:

- 5.1 Enige beleid, voorskrif, reël en/of voorskrif van Akademia oortree, of poog om dit te oortree.

4 General student behaviour and prescriptions

- 4.1 Students are expected to comply with the rules and prescriptions relating to conduct as set out in this Policy, in the absence of which disciplinary action will be instituted and appropriate punitive measures will follow.
- 4.2 It is a requirement that every student familiarise himself with all the provisions of all the policies, rules and directives of Akademia in relation to the matters set out in the Policy.
- 4.3 Ignorance will not be accepted as an excuse for violation of any of these provisions.

5 Misconduct

An act of a student is deemed to be misconduct in terms of this Policy if the student commits one or more of the following transgressions:

- 5.1 Violate, or attempt to violate, any policy, prescription, rule and/or stipulation of Akademia.



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| <p>5.2 Enige redelike opdrag of versoek van 'n personeelid of ander beampte van Akademia, of enige ander persoon of liggaam wat die instelling verteenwoordig, verontagsaam of strydig daarmee optree.</p> <p>5.3 Opsetlik of nalatig die orde en dissipline aan Akademia bedreig, of die werksaamhede en bedryf van die instelling versteur of ontwrig, of op enige wyse die goeie naam van Akademia skaad of in gedrang bring.</p> <p>5.4 Enige eiendom, insluitend die handelsmerk van Akademia, onregmatig en/of ongemagtig besit, gebruik, beskadig, wysig of vernietig.</p> <p>5.5 Optree op 'n wyse wat op die oortreding van die Suid-Afrikaanse grondwetlike voorskrifte, of enige ander toepaslike Suid-Afrikaanse wetgewing neerkom.</p> <p>5.6 'n Medestudent aanspoor of help om wangedrag te pleeg, of versuim om wangedrag te ontmoedig of aan te meld waar dit redelikerwys verwag kan word.</p> <p>5.7 In verband met enige Akademia verwante aktiwiteite:</p> <p>5.7.1 oneerlik optree met betrekking tot enige onderrig-, leer- en/of assesseringsgeleenthede;</p> | <p>5.2 Disregards or acts contrary to any reasonable instruction or request from a staff member or other official of Akademia, or any other person or body representing the institution.</p> <p>5.3 Intentionally or negligently threatens the order and discipline of Akademia, disturbing or disrupting the activities and operation of the institution, or in any way harming or compromising the good name of Akademia.</p> <p>5.4 Unlawful and/or unauthorised possession, use, damage, modification or destruction of any property, including the Akademia brand.</p> <p>5.5 Act in a manner that constitutes a violation of the South African constitutional directives or any other applicable South African legislation.</p> <p>5.6 Encourage or assist a fellow student in committing misconduct or fail to discourage or report misconduct where this can reasonably be expected.</p> <p>5.7 In connection with any Akademia related activities:</p> <p>5.7.1 act dishonestly in relation to any teaching, learning and/or assessment opportunities;</p> |
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- 5.7.2 inbreuk maak op 'n ander persoon se outeursreg of ander intellektuele goederereg, insluitend maar nie beperk nie tot plagiaat;
- 5.7.3 plagiaat pleeg deur voor te gee dat 'n ander persoon se geskrewe of skeppende werk sy (die student se) oorspronklike werk is, en/of deur die geheel of gedeelte van 'n ander se werk in sy werk in te sluit, sonder om die bron aan te haal of te erken; en
- 5.7.4 oneerlik optree, of poog om aldus op te tree en sodanige optrede bedrieglik of misleidend van aard is. Dit sluit in wanvoorstellings met betrekking tot enige administratiewe proses, die vervalsing van enige handtekening of dokument en/of die aanbieding daarvan met die bedoeling om te mislei.
- 5.8 Op die perseel van Akademia, of tydens betrokkenheid by Akademia verwante bedrywighede:
- 5.8.1 gedrag openbaar of taal gebruik wat beledigend, gewelddadig, onweloweglik, onbehoorlik of aanstootlik van aard is;
- 5.8.2 onder die invloed van alkohol of enige ander afhanklikheidsvormende middel verkeer, of dit onwettig gebruik, besit, versprei, koop of verkoop;
- 5.7.2 infringe on another person's copyright or other intellectual property right, including but not limited to plagiarism;
- 5.7.3 commit plagiarism by pretending that another person's written or creative work is his (the student's) original work, and/or by including the whole or portion of another's work in his work, without citing or acknowledging the source; and
- 5.7.4 act dishonestly or attempts to act so, and such conduct is fraudulent or misleading in nature. This includes misrepresentations relating to any administrative process, falsifying any signature or document and/or presenting it with intent to mislead.
- 5.8 On the premises of Akademia, or during involvement in Akademia related activities:
- 5.8.1 display behaviour or use language that is abusive, violent, obscene, improper, or offensive in nature;
- 5.8.2 is under the influence of alcohol or any other addictive substance, or illegally uses, possesses, distributes, buys or sells it;



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| 5.8.3 | rook in 'n area waar rook verbode is; | 5.8.3 | smokes in an area where smoking is prohibited; |
| 5.8.4 | enige persoon regstreeks of onregstreeks skade aandoen of poog om skade aan te doen; | 5.8.4 | directly or indirectly harms any person or attempts to cause harm; |
| 5.8.5 | in besit wees van vuurwapens of enige ander wapens wat liggaamlike besering kan veroorsaak; en | 5.8.5 | be in possession of firearms or any other weapons that may cause bodily injury; en |
| 5.8.6 | goedere adverteer of te koop aanbied, fondse werf of geld insamel namens Akademia, sonder die vooraf skriftelike toestemming van die Registrateur. | 5.8.6 | advertise or offer goods for sale, solicit funds or raise money on behalf of Akademia, without the prior written permission of the Registrar. |
| 5.9 | Versuim om vooraf skriftelike toestemming van die Bestuurder van Studentesake te verkry vir enige aktiwiteit wat die betrokkenheid van derdepartye behels, of vir enige reis, besoek of toer wat deur studente onderneem word in hul hoedanigheid as studente by Akademia of in 'n amptelike hoedanigheid by Akademia. | 5.9 | Failure to obtain prior written permission from the Manager of Student Affairs for any activity involving third-party involvement, or for any travel, visit or tour undertaken by students in their capacity as students at Akademia or in an official capacity at Akademia. |
| 5.10 | Sonder behoorlike vooraf goedkeuring van Akademia, registreer of geregistreer wees by enige ander hoëronderwysinstelling. | 5.10 | Without proper prior approval from Akademia, register or be registered at any other higher education institution. |
| 5.11 | Sosiale media op 'n wyse gebruik wat op enige van die bogenoemde oortredings neerkom. | 5.11 | Using social media in a manner that amounts to any of the above offences. |



6 Die dissiplinêre proses

6.1 Algemene bepalings

Algemene bepalings ten opsigte van die aanmelding en hantering van beweerde wangedrag:

- 6.1.1 Enige klagte van beweerde wangedrag word skriftelik by die Kantoor van die Registrateur aangemeld.
- 6.1.2 Die Registrateur ondersoek die beweerde wangedrag en, gebaseer op die bewyse en getuienis wat ingewin word en wat dui op *prima facie* wangedrag, besluit of daar voortgegaan moet word met 'n formele klag teen die student. Indien die Registrateur van mening is dat 'n klag van wangedrag teen 'n student geregverdig is, kan die Registrateur sodanige klag laat formuleer.
- 6.1.3 Die formele skriftelike klagstaat en die materiële feite waarop dit berus sal minstens tien (10) kalenderdae voor die dissiplinêre verhoordatum, aan die betrokke student besorg word via die student se Akademia e-posadres.
- 6.1.4 Die klagstaat moet die student se reg op regsverteenvoordinging vermeld.

6 The disciplinary process

6.1 General provisions

General provisions regarding the reporting and handling of alleged misconduct:

- 6.1.1 Any complaint of alleged misconduct is reported in writing to the Office of the Registrar.
- 6.1.2 The Registrar investigates the alleged misconduct and, based on the evidence and evidence gathered which indicates *prima facie* misconduct, decides whether to proceed with a formal charge against the student. If the Registrar is of the opinion that a charge of misconduct against a student is justified, the Registrar can have such a charge formulated.
- 6.1.3 The formal written charge sheet and the substantive facts upon which it is based will be delivered to the student concerned via the student's Akademia e-mail address at least ten (10) calendar days before the date for the disciplinary hearing.
- 6.1.4 The charge sheet must state the student's right to legal representation.



- 6.1.5 Die klagstaat wat per e-pos soos genoem in paragraaf 6.1.3 aan die student gestuur is, sal as ontvang geag word indien dit versend is na die student se Akademia e-posadres.
- 6.1.6 In die geval van 'n minderjarige student word die ouer(s) of wettige voog(de) in kennis gestel van die dissiplinêre ondersoek en/of stappe wat teen die student geneem word, ingesluit die versending van die klagstaat.
- 6.1.7 Indien 'n ondersoek klaarblyklike of vermoedelike kriminele optrede blootlê, mag Akademia die saak by die Suid-Afrikaanse Polisie diens aanmeld.
- 6.1.8 Inligting ten opsigte van 'n student se wangedrag wat ook die professionele of etiese kode van sy toekomstige beroep skend, sal op versoek van die professionele liggaam deur Akademia aan die liggaam openbaar word.
- 6.1.9 Onderhewig aan die voorafgaande bepalings word alle dissiplinêre verrigtinge streng vertroulik hanteer en dit sluit enige dokumente of inligting in wat tydens die verhoor gebruik of bekendgemaak word.
- 6.1.10 Indien daar redelike gronde is om te vermoed dat 'n student aan ernstige wangedrag skuldig is en die Registrateur dit redelikerwys in belang van veiligheid of handhawing van
- 6.1.5 The charge sheet sent to the student by e-mail, as mentioned in paragraph 6.1.3, will be deemed received if sent to the student's Akademia e-mail address.
- 6.1.6 In the case of a minor student, the parent(s) or legal guardian(s) are notified of the disciplinary investigation and/or action taken against the student, including sending of the charge sheet.
- 6.1.7 If an investigation reveals apparent or suspected criminal conduct, Akademia may report the matter to the South African Police Service.
- 6.1.8 Information regarding a student's misconduct that also violates the professional or ethical code of his future profession will be disclosed by Akademia to the body at the request of the professional body.
- 6.1.9 Subject to the preceding provisions, all disciplinary proceedings are treated strictly confidential, and includes any documents or information used or disclosed during the hearing.
- 6.1.10 If there are reasonable grounds to suspect that a student is guilty of serious misconduct and the Registrar reasonably considers it to be in the interest of safety or maintenance of



goeie orde en dissipline aan Akademia beskou, kan die Registrateur sodanige student tydelik toegang tot enige terrein van Akademia weier, hangende die afhandeling van 'n dissiplinêre ondersoek. Die Registrateur oorweeg enige versoë deur die student, asook bykomende inligting om na goeddunke billik en regverdig in die aangeleentheid te handel.

6.1.11 Enige verwysing in die Beleid na die Registrateur van Akademia sal, tensy uitdruklik anders bepaal, sy gedelegeerde verteenwoordiger insluit wat gemagtig is om as sodanig op te tree ten opsigte van alle aspekte wat in die Beleid uiteengesit word.

6.2 Prosedure

6.2.1 Dissiplinêre skikkingsprosedure en sanksieooreenkomste

6.2.1.1 Die Registrateur kan dissiplinêre skikkings- en sanksieooreenkomste (hierna genoem die skikkingsooreenkoms) voor die aanvang van die formele dissiplinêre verhoor en voordat die student op die aanklag gepleit het, in die volgende gevalle aangaan:

good order and discipline at Akademia, the Registrar may temporarily deny such student access to any area of Akademia, pending the completion of a disciplinary investigation. The Registrar considers at his discretion any representations by the student, as well as additional information to act fairly and justly in the matter.

6.1.11 Any reference in the Policy to the Registrar of Akademia shall, unless expressly stated otherwise, include his delegated representative who is authorised to act as such with regards to all aspects set out in the Policy.

6.2 Procedure

6.2.1 Disciplinary settlement procedure and sanctions agreements

6.2.1.1 The Registrar may enter into disciplinary settlement and sanctions agreements (hereafter referred to as the settlement agreement) before the commencement of the formal disciplinary hearing and before the student has pleaded to the charge, in the following cases:



- Waar die beskuldigde student 'n eerste oortreder is; en/of
- waar die oortreding in die oordeel van die Registrateur gering is.

6.2.1.2 Die proses behels dat behoorlike oorlegpleging tussen die Registrateur of sy gedelegeerde met die beskuldigde student of sy regsverteenvoerder plaasvind ten opsigte van die klag en die sanksie wat voorgelê word, wat nie uitsetting mag insluit nie.

6.2.1.3 Indien die partye 'n skikkingsooreenkoms sluit, sal die Registrateur die ooreenkoms aan die voorsitter van die Dissiplinêre Komitee vir Studente (hierna die Komitee) voorlê vir bevestiging.

6.2.1.4 Die Komitee sal in gevalle van skikkingsooreenkomste verskil van die samestelling soos gestipuleer in paragraaf 7 en slegs bestaan uit die Voorsitter en pro forma-aanklaer, wat in die teenwoordigheid van die student, of die student en sy praktiserende regsverteenvoerder, die aanklag, die erkenning van skuld en die strafmaatreëls wat opgelê is, bevestig en notuleer, indien die Voorsitter oortuig is dat die geïmpliseerde student die aanklagte en skikkingsooreenkoms ten volle verstaan.

- Where the accused student is a first offender; and/or
- where the offence is minor in the judgment of the Registrar.

6.2.1.2 The process entails that proper consultation between the Registrar, or his delegate takes place with the accused student or his legal representative regarding the charge and the proposed sanction put forward, which may not include expulsion.

6.2.1.3 If the parties enter into a settlement agreement, the Registrar will submit the agreement to the chairperson of the Student Disciplinary Committee (hereafter the Committee) for confirmation.

6.2.1.4 The Committee, will in cases of settlement agreements, differ from the composition stipulated in paragraph 7 and shall consist only of the Chairperson and pro forma prosecutor, who, in the presence of the student, or the student and his practicing legal representative, confirm and record the charge, the admission of guilt and the punitive measures imposed, if the Chairperson is convinced that the implied student fully understands the charges and settlement agreement.



6.2.1.5 Indien die student voor bevestiging van die skikkingsooreenkoms deur die Komitee aandui dat hy die besluit verder wil oorweeg en/of verdere verhoë wil rig, kan die Komitee die saak na die Registrateur terugverwys vir heroorweging, of indien toepaslik, die saak uitstel met die oog op 'n formele dissiplinêre verhoor.

6.2.1.6 Die student of die student se regsvertegenwoordiger kan skriftelik aandui dat hy nie die finalisering van die dissiplinêre skikking voor die Komitee sal bywoon nie en versoek dat die Komitee die aanklag, die erkenning van skuld en die strafmaatreëls soos skriftelik tussen die student en Akademia ooreengekom, in sy afwesigheid bevestig en 'n besluit van die Komitee maak. Die Komitee kan dienoooreenkomstig handel, of die saak na die Registrateur terugverwys indien die Komitee van mening is dat die voorgeskrewe skikkingsprosedure nie gevolg is nie, of dat die straf te swaar en dus nie gepas is nie.

6.2.1.5 If, prior to confirmation of the settlement agreement by the Committee, the student indicates that he wishes to consider the decision further and/or make further representations, the Committee may refer the matter back to the Registrar for reconsideration, or if appropriate, postpone the matter with a view to a formal disciplinary hearing.

6.2.1.6 The student or the student's legal representative may indicate in writing that he will not attend the finalisation of the disciplinary settlement before the Committee and request that the Committee to confirm the charge, the admission of guilt and the punitive measures agreed in writing between the student and Akademia in his/her absence and make it a decision of the Committee. The Committee may act accordingly or refer the matter back to the Registrar if the Committee is of the opinion that the prescribed settlement procedure was not followed, or that the punishment is too onerous and therefore not appropriate.



6.2.1.7 Indien die student of sy regsverteenwoordiger na behoorlike kennisname nie opdaag vir die finalisering van die dissiplinêre skikking voor die Komitee nie, sal die Komitee in die student se afwesigheid voortgaan om die ooreenkoms te bevestig en as 'n besluit van die Komitee notuleer.

6.2.1.8 Die student word skriftelik van die bevestiging van die skikking of terugverwysing na die Registrateur in kennis gestel.

6.2.1.9 In geval waar 'n skikkingsooreenkoms bereik is, is die appèlprosedure nie van toepassing nie. In so geval het die student geen reg op appèl nie.

6.2.2 Formele dissiplinêre prosedure

6.2.2.1 Indien die student nie instem tot die prosedure in paragraaf 6.2.1 nie of onskuldig pleit, word daar voortgegaan met 'n formele dissiplinêre verhoor wat sal plaasvind op 'n datum, tyd en plek in die klagstaat gemeld.

6.2.1.7 If, after due notice, the student or his/her legal representative does not arrive for the finalisation of the disciplinary settlement before the Committee, the Committee shall, in the student's absence, proceed to confirm the agreement and record it as a decision of the Committee.

6.2.1.8 The student is notified in writing of the confirmation of the settlement or referring to the Registrar.

6.2.1.9 In case where a settlement agreement has been reached, the appeal procedure does not apply. In that case, the student has no right to appeal.

6.2.2 Formal disciplinary procedure

6.2.2.1 If the student does not agree to the procedure referred to in paragraph 6.2.1 or pleads not guilty, a formal disciplinary hearing will proceed which will take place on a date, time and place mentioned in the charge sheet.



6.2.2.2 Die prosedure wat tydens die dissiplinêre ondersoek gevolg word, word deur die Voorsitter bepaal met inagneming van sekere regte van die student asook die beginsels van natuurlike geregtigheid en prosedurele billikheid.

Die student het die reg om:

- van voldoende besonderhede van die aanklagte teen hom voorsien te word;
- op eie koste van 'n gekwalifiseerde en praktiserende regsverteenvoerder gebruik te maak;
- deur die ouer(s) of voog bygestaan te word indien die student onder die ouderdom van 18 (agttien) jaar en dus minderjarig is;
- 'n skriftelike verklaring en/of ondersteunende bewyse ter verdediging van sy saak in te dien;
- 'n getuie(s) te roep;
- 'n persoon wat teen hom getuig te kruisondervra;
- toegelaat te word om die Komitee toe te spreek;
- toegelaat te word om by skuldigbevinding strafversagende getuienis aan te bied;

6.2.2.2 The Chairperson determines the procedure followed during the disciplinary investigation, taking into account certain rights of the student as well as the principles of natural justice and procedural fairness.

The student has the right to:

- be provided with sufficient details of the charges against him;
- make use of a qualified and practising legal representative at his own expense;
- be assisted by the parent(s) or guardian if the student is under the age of 18 (eighteen) years and therefore a minor;
- submit a written statement and/or supporting evidence in defence of his case;
- calling a witness(s);
- cross-examine a person testifying against him;
- be permitted to address the Committee;
- be permitted to present punitive mitigating evidence upon conviction;



- ingelig te word van verdere interne prosesse;
- op versoek, voorsien te word van skriftelike redes vir enige besluit deur die Komitee geneem; en
- 'n reg van appèl in die geval van 'n skuldigbevinding ooreenkomstig die appèlprosedure uiteengesit in hierdie Beleid.

6.2.2.3 Die pro forma-aanklaer sal ook toegelaat word om getuies te roep, getuienis in te handig, om die student en sy getuie(s) te kruisondervra en om by skuldigbevinding, strafverswarende getuienis aan te bied.

6.2.2.4 Indien 'n student teen wie 'n klag gelê is, weier of versuim om die verhoor by te woon, sal die verrigtinge in sy afwesigheid voortgaan.

6.2.2.5 Alle verrigtinge sal deur middel van oudio-opnames deur Akademia opgeneem word vir doeleindes van volledige notulering en rekordhouding. 'n Transkripsie van sodanige verrigtinge mag ná die verrigtinge skriftelik deur die student aangevra word, welke transkripsiekoste vir die student se rekening sal wees.

- be informed of further internal processes;
- upon request, be provided with written reasons for any decision taken by the Committee; and
- a right of appeal in the case of a conviction in accordance with the appeal procedure set out in this Policy.

6.2.2.3 The pro forma prosecutor will also be allowed to call witnesses, to submit evidence, to cross-examine the student and his witness(s) and, upon conviction, to present aggravating evidence.

6.2.2.4 If a student against whom a charge has been laid refuses or fails to attend the hearing, the proceedings will continue in his absence.

6.2.2.5 Akademia will record all proceedings by means of audio recordings for purposes of complete minutes and record keeping. A transcript of such proceedings may be requested in writing by the student after the proceedings, which transcript costs will be for the student's account.



- 6.2.2.6 Die Komitee bevind, na aanhoor van alle getuienis, en betoog deur die pro forma-aanklaer en student of sy regsverteenwoordiger, die student skuldig of onskuldig aan die ten laste gelegde wangedrag.
- 6.2.2.7 In die geval van 'n skuldigbevinding, word getuienis ter strafversagting en strafverswaring aangehoor, waarna die Komitee op 'n gepaste sanksie besluit na aanhoor van slotbetoë deur die pro forma-aanklaer en die student of sy regsverteenwoordiger.
- 6.2.2.8 Die student word ook skriftelik van die bevinding en sanksie ingelig deur die Registrateur binne tien (10) kalenderdae na die bevinding van die Komitee.
- 6.2.2.9 Indien 'n student wat skuldig bevind is aan wangedrag aldus versoek, welke versoek skriftelik aan die Registrateur gerig moet word binne vyf (5) kalenderdae na kennisgewing van die bevinding soos bedoel in paragraaf 6.2.2.8, moet skriftelike redes vir die bevinding en sanksie binne 'n redelike tyd deur die Komitee verstrek word, waarna die Komitee sy funksie volvoer het.
- 6.2.2.6 The Committee finds, after hearing all evidence, and arguments by the pro forma prosecutor and student or his legal representative, the student guilty or not guilty of the alleged misconduct.
- 6.2.2.7 In the event of a conviction, evidence for mitigation and aggravation of punishment is heard, after which the Committee decides on an appropriate sanction after hearing closing arguments by the pro forma prosecutor and the student or his legal representative.
- 6.2.2.8 The student is also informed by the Registrar in writing of the decision and sanction within ten (10) calendar days after the decision of the Committee.
- 6.2.2.9 If a student found guilty of misconduct so requests, which request must be made in writing to the Registrar within five (5) calendar days after notice of the decision referred to in paragraph 6.2.2.8, written reasons for the decision and sanction must be furnished by the Committee within a reasonable time, after which the Committee has fulfilled its function.



7 Dissiplinêre Komitee vir Studente

Die Registrateur stel die Dissiplinêre Komitee vir Studente soos volg saam:

- 7.1 'n Voorsitter, wat 'n toegelate prokureur of advokaat van buite Akademia is met ten minste 8 (agt) jaar ervaring in die praktyk, of 'n akademiese personeellid met 'n toepaslike regs kwalifikasie en ervaring wat nie betrokke is by 'n program waarvoor die aangeklaagde student geregistreer is nie.
- 7.2 Die Voorsitter word deur die volgende lede bygestaan in gevalle wat met beweerde akademiese wangedrag verband hou:
 - 7.2.1 Twee permanente personeellede uit die akademiese en/of akademiese ondersteunende personeel van Akademia, ten minste op die vlak van Departementshoof, Programkoördineerder of Bestuurder, wat nie betrokke is by 'n program en/of module waarvoor die aangeklaagde student geregistreer is nie.
- 7.3 Die Voorsitter word deur die volgende lede bygestaan in gevalle wat met beweerde wangedrag van 'n nie-akademiese aard verband hou:

7 Student Disciplinary Committee

The Registrar constitutes the Student Disciplinary Committee as follows:

- 7.1 A Chairperson, who is an admitted attorney or advocate from outside Akademia with at least 8 (eight) years' practice experience, or an academic staff member with an appropriate legal qualification and experience who is not involved in a programme for which the accused student is registered.
- 7.2 The Chairperson is assisted by the following members in cases relating to alleged academic misconduct:
 - 7.2.1 Two permanent staff members from the academic and/or academic support staff of Akademia, at least at the level of Head of Department, Programme Coordinator or Manager, who are not involved in a programme and/or module for which the accused student is registered.
- 7.3 The Chairperson is assisted by the following members in cases relating to alleged misconduct of a non-academic nature:



- 7.3.1 Twee permanente personeellede van Akademia, ten minste op die vlak van dosent of bestuurder.
- 7.4 Die volgende persone is nie geskik om as lede van die Komitee te dien nie:
- 7.4.1 Die persoon wat die klag gelê het.
- 7.4.2 'n Persoon wat getuienis voor die Komitee aflê.
- 7.4.3 'n Persoon wat onafhanklik van die Komitee die geldigheid van die klagte ondersoek het.
- 7.5 Die Registrateur kan 'n personeellid met 'n toepaslike regs kwalifikasie of 'n onafhanklike regspraktisyn aanstel om as pro forma-aanklaer in die verrigtinge voor die Komitee op te tree.
- 7.6 Besluite deur die Komitee word by wyse van meerderheidstem geneem.
- 7.3.1 Two permanent staff members of Akademia, at least at the level of lecturer or manager.
- 7.4 The following persons are not fit to serve as members of the Committee:
- 7.4.1 The person who laid the complaint.
- 7.4.2 A person who gives evidence before the Committee.
- 7.4.3 A person who independently of the Committee investigated the validity of the complaint.
- 7.5 The Registrar may appoint a staff member with an appropriate legal qualification or an independent legal practitioner to act as pro forma prosecutor in the proceedings before the Committee.
- 7.6 Decisions by the Committee are taken by majority vote.



8 Strafmaatreëls

- 8.1 Die Komitee mag, nadat 'n student skuldig bevind is aan wangedrag en getuienis ter strafversagting en strafverswaring aangehoor is, enige van die volgende strafmaatreëls, of 'n kombinasie daarvan, ingevolge die Beleid oplê:
- 8.1.1 'n Skriftelike of finale skriftelike waarskuwing aan die student uitreik.
- 8.1.2 Die student beveel om skriftelik verskoning aan te teken vir sy gedrag.
- 8.1.3 Die student beveel om skade, nadeel of verlies deur hom veroorsaak, te herstel of te vergoed.
- 8.1.4 Die student 'n toepaslike boete van nie meer nie as R5 000 (Vyfduisend Rand) oplê.
- 8.1.5 Die student van 'n reg, of voorreg ontnem wat met sy inskrywing by Akademia verband hou.
- 8.1.6 Die student se assesseringspunte en/of enige ander krediete wat deur assessering of op enige ander wyse verwerf is, herroep.

8 Penalties

- 8.1 The Committee may, after a student has been found guilty of misconduct and evidence for mitigation and aggravation of punishment has been heard, impose any of the following punitive measures, or a combination thereof, in terms of the Policy:
- 8.1.1 Issue a written or final written warning to the student.
- 8.1.2 Direct the student to apologise in writing for his behaviour.
- 8.1.3 Direct the student to repair or compensate for damage, harm or loss caused by him.
- 8.1.4 Impose an appropriate fine on the student of no more than R5 000 (Five thousand Rand).
- 8.1.5 Deprive the student of a right or privilege relating to his enrolment at Akademia.
- 8.1.6 Revoke the student's assessment marks and/or any other credits obtained through assessment or in any other way.



- 8.1.7 Die student se kwalifikasie wat op oneerlike wyse verwerf is, herroep.
- 8.1.8 Die student vir 'n bepaalde tydperk van Akademia skors.
- 8.1.9 Die student permanent van Akademia skors en/of die student die voorreg ontsê om weer as student aan Akademia te registreer.
- 8.1.10 Die toekenning van enige graad of ander kwalifikasie uitstel, hangende die finalisering van enige dissiplinêre proses of nakoming van enige strafmaatreël.
- 8.1.11 Die student se Akademia-beurs en/of -lening kanselleer.
- 8.2 Die Komitee kan enige van die strafmaatreëls hierbo genoem in geheel of gedeeltelik opskort vir 'n tydperk en op voorwaardes soos deur die Komitee bepaal.
- 8.3 Indien daar teen 'n besluit van die Komitee geappelleer word, kan die Komitee, na oorleg met die Registrateur, die sanksie opskort, hangende die afhandeling van die appèl. Indien die sanksie nie opgeskort word nie, bly dit van krag hangende die appèl.
- 8.4 Die Registrateur moet die Senaat en Bestuur van Akademia in kennis stel van die bevindinge en sanksie wat in elke geval opgelê word.
- 8.1.7 Revoke the student's qualification obtained dishonestly.
- 8.1.8 Suspend the student from Akademia for a specified period.
- 8.1.9 Suspend the student permanently from Akademia and/or deny the student the privilege of registering as a student at Akademia again.
- 8.1.10 Postpone the conference of any degree or other qualification pending finalisation of any disciplinary process or compliance with any punitive measure.
- 8.1.11 Cancel the student's Akademia bursary and/or loan.
- 8.2 The Committee may suspend in whole or in part any of the punitive measures mentioned above for a period and on conditions determined by the Committee.
- 8.3 If a decision of the Committee is appealed, the Committee may, after consultation with the Registrar, suspend the sanction pending the conclusion of the appeal. If the sanction is not suspended, it remains in effect pending the appeal.
- 8.4 The Registrar must inform the Senate and Management of Akademia of the decision and sanction imposed in each case.



9 Reg tot appèl

9.1 Appèlprosedure

- 9.1.1 Indien 'n student deur die Komitee skuldig bevind word aan wangedrag, mag die student by die Dissiplinêre Appèlkomitee vir Studente (hierna die Appèlkomitee) appèl aanteken teen die bevinding en/of sanksie, met dien verstande dat die student die kennisgewing van appèl en gronde daarvoor skriftelik by die Registrateur indien binne 10 (tien) kalenderdae (alle dae, insluitend Saterdag, Sondag en openbare vakansiedae) vanaf datum waarop die student van die Studente Dissiplinêre Komitee se besluit ingevolge paragrawe 6.1.2.8 en 6.2.2.8 verwittig is, dus vanaf die datum waarop die besluit mondelings in 'n verhoor meegedeel is of anders skriftelik versend is.
- 9.1.2 Waar 'n student 'n appèl indien ooreenkomstig die appèlproses soos in hierdie Beleid uiteengesit, moet die Voorsitter van die Studente Dissiplinêre Komitee 'n skriftelike verslag in antwoord op die gronde vir die appèl voorberei en aan die Registrateur voorsien.
- 9.1.3 Die Registrateur tref die nodige reëlings en verseker dat die

9 Right to appeal

9.1 Appeal procedure

- 9.1.1 If a student is found guilty of misconduct by the Committee, the student may appeal to the Student Disciplinary Appeals Committee (hereafter referred to as the Appeals Committee) against the decision and/or sanction, provided the student submits the notice of appeal and grounds therefor in writing to the Registrar within 10 (ten) calendar days (all days, including Saturdays, Sundays and public holidays) from the date on which the student was notified of the Student Disciplinary Committee's decision in accordance with paragraphs 6.1.2.8 and 6.2.2.8, thus from the date on which the decision was communicated orally at a hearing or otherwise sent in writing.
- 9.1.2 Where a student submits an appeal in accordance with the appeal process set out in this Policy, the Chairperson of the Student Disciplinary Committee must prepare a written report in response to the grounds for the appeal and provide it to the Registrar.
- 9.1.3 The Registrar makes the necessary arrangements and



volgende relevante dokumentasie so spoedig moontlik as 'n oorkonde by die Appèlkomitee ingedien word sodat die appèl aangehoor kan word:

- 9.1.3.1 Alle dokumentasie wat voor die Studente Dissiplinêre Komitee gedien het ingeslote die klagstaat.
- 9.1.3.2 Die opname en transkripsie van die opname van die verrigtinge.
- 9.1.3.3 Die skriftelike kennisgewing van die besluit en sanksie deur die Komitee opgelê.
- 9.1.3.4 Die student se skriftelike kennisgewing van appèl wat die gronde daarvoor uiteensit.
- 9.1.3.5 Die Komitee se verslag in antwoord op die gronde vir appèl wat die volgende moet insluit:
 - 9.1.3.5.1 Die prosedure wat gevolg is.
 - 9.1.3.5.2 Die feite wat vasgestel en oorweeg is.
 - 9.1.3.5.3 Die faktore wat die Komitee oorweeg het vir die skuldigbevinding en bepaling van sanksie.
- 9.1.4 Die Registrateur stel die oorkonde beskikbaar aan die pro forma-aanklaer en aan die student of sy regsverteenvoerder.

ensures that the following relevant documentation is submitted as a record to the Appeals Committee as soon as possible so that the appeal can be heard:

- 9.1.3.1 All documentation that served before the Student Disciplinary Committee including the charge sheet.
- 9.1.3.2 The recording and transcript of the recording of the proceedings.
- 9.1.3.3 The written notice of the decision and sanction imposed by the Committee.
- 9.1.3.4 The student's written notice of appeal setting out the grounds for doing so.
- 9.1.3.5 The Committee's report in response to the grounds for appeal which should include:
 - 9.1.3.5.1 The procedure that was followed.
 - 9.1.3.5.2 The facts established and considered.
 - 9.1.3.5.3 The factors considered by the Committee for the conviction and determination of sanction.
- 9.1.4 The Registrar makes the record available to the pro forma prosecutor and to the student or his legal representative.



- 9.1.5 Sodra die oorkonde aldus beskikbaar gestel is en aan die lede van die Appèlkomitee voorsien is, word 'n datum vir die aanhoor van die appèl deur die Registrateur bepaal.
- 9.1.6 Na kennisgewing van die datum waarop die appèl aangehoor sal word, sal die pro forma-aanklaer en die student of sy regsverteenvoorder geregtig wees, nie later nie as 5 (vyf) kalenderdae voor aanhooring van appèl, om skriftelike betoogshoofde in te dien by die Registrateur of sy gedelegeerde.
- 9.1.7 Die pro forma-aanklaer asook die student en/of sy regsverteenvoorder sal geregtig wees om voor die Appèlkomitee te verskyn.
- 9.1.8 Die appèl word beslis op die oorkonde voor die Appèlkomitee en na aanhooring van enige verdere mondelinge betoë by die aanhoor van die appèl.
- 9.1.9 Die Appèlkomitee kan die skuldigbevinding en/of sanksie bekragtig, tersydestel of wysig en die sanksie wat opgelê is, in geheel of gedeeltelik opskort, vermeerder of verminder.
- 9.1.10 Die student word skriftelik van die Appèlkomitee se besluit in kennis gestel so spoedig moontlik na die verhoor voor die Appèlkomitee.
- 9.1.5 Once the record has been made available and provided to the members of the Appeals committee, the Registrar sets a date for hearing of the appeal.
- 9.1.6 After notice of the date for hearing of the appeal, the pro forma prosecutor and the student or his legal representative shall be entitled, not later than 5 (five) calendar days prior to hearing of appeal, to submit heads of argument to the Registrar or his delegate.
- 9.1.7 The pro forma prosecutor as well as the student and/or his legal representative will be entitled to appear before the Appeals committee.
- 9.1.8 The appeal is decided on the record before the Appeals Committee and after hearing any further oral representations at the hearing of the appeal.
- 9.1.9 The Appeals Committee may uphold, set aside, or amend the conviction and/or sanction and suspend, increase, or reduce the sanction imposed in whole or in part.
- 9.1.10 The student is notified in writing of the Appeals Committee's decision as soon as possible after the hearing before the Appeals Committee.



9.2 Dissiplinêre Appèlkomitee vir Studente

Die Registrateur stel die Appèlkomitee soos volg saam:

9.2.1 'n Voorsitter, wat 'n toegelate onafhanklike prokureur of advokaat is wat ten minste 8 (agt) jaar as sodanig gepraktiseer het.

9.2.2 Die Besturende Direkteur, Uitvoerende Hoof: Akademie of enige direksielid van Akademia.

9.2.3 'n Senaatslid van Akademia. Indien die Senaatslid 'n dekaan is, dan uit 'n fakulteit waaraan die betrokke student nie verbonde is nie.

9.2.4 'n Senior personeellid van 'n ander opvoedkundige instelling.

'n Persoon wat as 'n lid van die Studente Dissiplinêre Komitee as aanklaer opgetree het in 'n saak waarin daar by die Appèlkomitee appèl aangeteken is, mag nie aan die appèl deelneem nie en is gevolglik nie geskik om in die betrokke saak as lid van die Appèlkomitee te dien nie.

9.2 Student Disciplinary Appeals Committee

The Registrar constitutes the Appeals Committee as follows:

9.2.1 A Chair, who is an admitted independent attorney or advocate who has practiced as such for at least 8 (eight) years.

9.2.2 The Managing Director, Chief Executive Officer: Academy or any board member of Akademia.

9.2.3 A Senate member from Akademia. If the Senate member is a dean, he should be chosen from a faculty to which the student concerned is not affiliated.

9.2.4 A senior staff member of another educational institution.

A person who has acted as a member of the Student Disciplinary Committee or as prosecutor in a case in which an appeal has been lodged with the Appeals Committee, may not participate in the appeal and is consequently not fit to serve as a member of the Appeals Committee in the matter concerned.



10 Skorsings- en uitsettingsbevele

- 10.1 'n Student wat 'n tydelike skorsing deur Akademia opgelê is, sal nie toegelaat word om weer vir enige program in te skryf wat deur die instelling aangebied word nie, behalwe met vooraf skriftelike goedkeuring van die Senaat van Akademia.
- 10.2 'n Student teen wie 'n permanente skorsing of uitsettingsbevel deur Akademia ingestel is, sal nie toegelaat word om weer vir enige program in te skryf wat deur die instelling aangebied word nie.
- 10.3 'n Opgeskorte, tydelike of permanente skorsing wat 'n student na skuldigbevinding opgelê word, sal op die student se rekord aangeteken word.

11 Riglyne vir strafmaatreëls

Riglyne vir gepaste strafmaatreëls wat vir sekere tipes wangedrag opgelê kan word, word in **Aanhangsel A**, hierby aangeheg, uiteengesit.

10 Suspension and expulsion orders

- 10.1 A student who has been handed a temporary suspension by Akademia will not be allowed to re-enrol in any programme offered by the institution, except with prior written approval from the Senate of Akademia.
- 10.2 A student against whom a permanent suspension or expulsion order has been instituted by Akademia will not be allowed to re-enrol for any programme offered by the institution.
- 10.3 A suspended, temporary or permanent suspension imposed on a student after conviction will be recorded on the student's record.

11 Guidelines for punitive measures

Guidelines for appropriate punitive measures that may be imposed for certain types of misconduct are set out in **Appendix A**, attached hereto.



Aanhangsel A: Riglyne vir strafmaatreëls

Riglyne vir strafmaatreëls ingevolge die Beleid

Die riglyne wat in hierdie aanhangsel uiteengesit word, is nie onbuigsame voorskrifte wat slaafs nagevolg moet word nie, maar bied die nodige leiding wanneer daar in die geval van wangedrag deur 'n student, op 'n gepaste straf besluit moet word. Dit het verder ten doel om te verseker dat dissipline oor die spektrum op 'n konsekwente wyse toegepas word, terwyl die erns van die oortreding en die student se persoonlike omstandighede in elke geval op 'n verantwoordelike wyse in ag geneem word.

Sekere oortredings kan met verloop van tyd 'n skerp toename toon. In sulke gevalle sal dit gepas wees om as 'n voorkomende maatreël strenger strawwe toe te pas. Afwykings van die aanvaarde riglyne moet egter altyd ondersteun word deur die relevante omstandighede, behoorlik gemotiveer word en steeds in lyn met die beginsels van natuurlike geregtigheid wees.

Appendix A: Guidelines for punitive measures

Guidelines for punitive measures in terms of the Policy

The guidelines set forth in this appendix are not inflexible directives to be followed strictly but provide the necessary guidance when deciding on an appropriate punishment in the event of a student's misconduct. It further aims to ensure that discipline across the spectrum is applied consistently while responsibly considering the seriousness of the offence and the student's personal circumstances in each case.

Certain violations may sharply increase over time. In such cases, harsher penalties may be appropriate as a preventive measure. However, deviations from the accepted guidelines must always be supported by the relevant circumstances, properly motivated, and aligned with the principles of natural justice.



Dissiplinêre skikkingsprosedure en sanksieooreenkomste

'n Dissiplinêre skikkingsprosedure wat die dissiplinêre proses bespoedig, is beskikbaar vir studente wat vrywillig skuld erken op skriftelike aanklagte van wangedrag en met Akademia op 'n strafmaatreël ooreenkom. Sorg word gedra dat beide die student en Akademia se belange tydens die proses beskerm word. Die student se skulderkenning word as strafversagting in ag geneem wanneer 'n straf bepaal word. Die skikkingsooreenkoms tussen die student en Akademia moet deur die Dissiplinêre Komitee vir Studente bevestig word en as 'n besluit van die Komitee genotuleer word ten einde die aangeleentheid te finaliseer.

Die volgende riglyne word as toepaslike sanksie, afsonderlik en in kombinasie by dissiplinêre skikkings voorgestel:

Disciplinary settlement procedure and sanctions agreements

A disciplinary settlement procedure that speeds up the disciplinary process is available to students who voluntarily admit guilt on written charges of misconduct and agree with Akademia on a punitive measure. Care is taken to ensure that both the student's and Akademia's interests are protected during the process. The student's admission of guilt is considered as punitive mitigation when determining a punishment. The Student Disciplinary Committee must confirm the settlement agreement between the student and Akademia and be recorded as a decision of the Committee to finalise the matter.

The following guidelines are proposed as appropriate sanction, separately and in combination in disciplinary settlements:

Oortreding	Aanbevole strafmaatreëls	Offence	Recommended punitive measures
Beskadiging van enige eiendom wat van minder ernstige aard is	<ul style="list-style-type: none">a. Boete wat die herstelkoste reflekteerb. Finale skriftelike waarskuwingc. Skorsing	Damage to any property that is of a less serious nature	<ul style="list-style-type: none">a. Penalty reflecting repair costsb. Final written warningc. Suspension



Obstruksie of ontwrigting van die beheer, gesag of behoorlike administrasie van die instelling of sy betrokke bedrywighede wat van minder ernstige aard is	<ul style="list-style-type: none"> a. Finale skriftelike waarskuwing b. Skorsing 	Obstruction or disruption of the control, authority, or proper administration of the institution or its relevant operations that are of a less serious nature	<ul style="list-style-type: none"> a. Final written warning b. Suspension
Rook in ruimtes wat nie daarvoor aangewys word nie	<ul style="list-style-type: none"> a. Boete b. Finale skriftelike waarskuwing 	Smoking in spaces not designated for it	<ul style="list-style-type: none"> a. Fine b. Final written warning
Oneerlikheid met betrekking tot assesserings	<ul style="list-style-type: none"> a. Verbeur punte vir die spesifieke assessering b. Finale skriftelike waarskuwing c. Skorsing d. Uitsetting e. Borge sal ingelig word oor 'n skorsing of uitsetting 	Dishonesty regarding assessments	<ul style="list-style-type: none"> a. Forfeit marks for the specific assessment b. Final written warning c. Suspension d. Expulsion e. Sponsors will be informed of a suspension or expulsion
Nienakoming van toets- en eksamenreëls		Non-compliance with test and examination rules	
Plagiaat		Plagiarism	
Betrokkenheid by bedrieglike bedrywighede / vervalsing van enige handtekening of dokument of rekord op enige gegewe tydstip		Involvement in fraudulent operations/forgery of any signature or document or record at any given time	
Gedrag met 'n ernstige nadelige impak op Akademia se reputasie of die		Conduct with a serious adverse impact on Akademia's reputation or the	



funksionering van die institusionele bedrywighede	f. Alkohol- en dwelmmisbruik sal verwys word na die Suid-Afrikaanse Nasionale Raad op Alkoholisme en Dwelmafhanklikheid (SANCA).	functioning of the institutional operations	f. Alcohol and drug abuse will be referred to the South African National Council on Alcoholism and Drug Dependence (SANCA).
Gebruik van skeltaal of ander onbehoorlike gedrag wat inbreuk maak op die regte van ander		Use of abusive language or other improper conduct that infringes on the rights of others	
Alkohol- en dwelmmisbruik op instelling se perseel		Alcohol and substance abuse on the premises of the institution	
Ongemagtigde besit van of handel met alkohol en dwelms op die instelling se perseel		Unauthorised possession of or trade of alcohol and drugs on the institution's premises	
Deelname aan optrede wat die goeie naam van die instelling skade aandoen of kan aandoen		Participation in actions that harm or could harm the good name of the institution	



Goedkeuring			Approval		
Senaatsbeslissing (Goedgekeur/ gewysig)	Gewysig deur	Notas	Senate Decision (Approved/ Amended)	Amended by	Notes
6 November 2023	Liana van Rooy (Registrateur)	1. Volle beleid hersien. 2. Dissiplinêre skikkings- prosedure en sanksieooreenkomste ingevoeg.	6 November 2023	Liana van Rooy (Registrar)	1. Full policy revised. 2. Disciplinary settlement procedure and sanctions agreements added
2 April 2024	Liana van Rooy (Registrateur)	1. Redigering en opdatering van bepalings waarvan interpretasie nie duidelik was nie.	2 April 2024	Liana van Rooy (Registrar)	1. Editing and updating provisions where interpretation may not have been clear.