



DISSIPLINÊRE BELEID VIR STUDENTE
DISCIPLINARY POLICY FOR STUDENTS



Dissiplinêre Beleid vir Studente

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Gepaard-gaande dokumente	- Akademiese Grieweprocedure - Administratiewe Grieweprocedure - Koshuisgrieweprocedure - Studentesake-grieweprocedure - Enige toepaslike wetgewing van die Republiek van Suid-Afrika			Associated documents	- Academic Grievance Procedure - Administrative Grievance Procedure - Residence Grievance Procedure - Student Affairs Grievance Procedure - Any applicable legislation of the Republic of South Africa		



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1 Doel van die beleid

Die doel van hierdie “Disiplinêre 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 nienakoming 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

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



het op, of georganiseer word deur of namens Akademia of op enige van sy persele. 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.

behalf of Akademia or any of its premises. 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 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 regverdigende en regmatige beoordeling van dissiplinêre aangeleenthede en die oplegging van toepaslike strafmaatreëls.

- 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 hoër onderwys, terwyl daar gestrewe word om 'n omgewing te skep en te handhaaf wat die instelling se studente toerus 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, a pioneering spirit, 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 Definisies

- 4.1 **Dissiplinêre oortreding:** 'n Oortreding waar 'n student reëls of prosesse van die instelling verontagsaam.
- 4.2 **Koshuisbehuisingbestuur:** Die bestuurstrukture van toepassing op koshuise, wat insluit koshuisouers, huiskomitee-lede en Studentesake-personeel.
- 4.3 **Perseel:** Waar die Beleid melding maak van 'n perseel van Akademia sluit dit ook in enige perseel waar enige Akademia-studente aktiwiteite deur Akademia gereël bywoon, of enige perseel waar Akademia-studente woon ongeag of die perseel die fisiese eiendom van Akademia is.

5 Algemene studentegedrag en voorskrifte

- 5.1 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.
- 5.2 Dit is 'n vereiste dat elke student hom sal vergewis van al die bepalings van die beleide, reëls en voorskrifte van Akademia

4 Definitions

- 4.1 **Disciplinary offence:** An offence where a student disregards rules or processes of the institution.
- 4.2 **Residence housing management:** The management structures applicable to residences, which include residence parents, house committee members and student affairs staff.
- 4.3 **Premises:** Where the policy mentions premises of Akademia, it also includes any premises where any Akademia students attend activities organised by Akademia, or any premises where Akademia students reside, regardless of whether the premises are the physical property of Akademia.

5 General student behaviour and prescriptions

- 5.1 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.
- 5.2 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.



in verband met die aangeleenthede wat in die Beleid uiteengesit word.

- 5.3 Onkunde sal nie as verskoning aanvaar word by oortreding van enige van hierdie bepalings nie.

6 Wangedrag

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

- 6.1 Enige beleid, voorskrif, reël en/of voorskrif van Akademia oortree, of poog om dit te oortree.
- 6.2 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.
- 6.3 Opsetlik of nalatig die orde en dissipline aan Akademia bedreig, of die werksaamhede en bedryf van die instelling versteur of ontwig, of op enige wyse die goeie naam van Akademia skaad of in gedrang bring.
- 6.3.1 Versuim om die amptelike Akademia-grieweprosedure te gebruik om klagtes aan te meld en klagtes gebaseer op

- 5.3 Ignorance will not be accepted as an excuse for violation of any of these provisions.

6 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:

- 6.1 Violate, or attempt to violate, any policy, prescription, rule and/or stipulation of Akademia.
- 6.2 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.
- 6.3 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.
- 6.3.1 Failure to use the official Akademia grievance procedure to report complaints and post complaints based on



valse/ongeverifieerde inligting direk op sosiale media te plaas.

false/unverified information directly on social media.

- 6.4 Enige eiendom, insluitend die handelsmerk van Akademia, onregmatig en/of ongemagtigde besit, gebruik, beskadig, wysig of vernietig.
- 6.5 Optree op 'n wyse wat op die oortreding van die Suid-Afrikaanse grondwetlike voorskrifte, of enige ander toepaslike Suid-Afrikaanse wetgewing neerkom.
- 6.6 '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.
- 6.7 In verband met enige Akademia-verwante aktiwiteite:
 - 6.7.1 oneerlik optree met betrekking tot enige onderrig-, leer- en/of assesseringsgeleenthede;
 - 6.7.2 inbreuk maak op 'n ander persoon se outeursreg of ander intellektuele goederereg, insluitend maar nie beperk nie tot plagiaat;
 - 6.7.3 plagiaat pleeg deur voor te gee dat 'n ander persoon (insluitend kunsmatige gegenereerde inligting) 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

- 6.4 Unlawful and/or unauthorised possession, use, damage, modification or destruction of any property, including the Akademia brand.
- 6.5 Act in a manner that constitutes a violation of the South African constitutional directives or any other applicable South African legislation.
- 6.6 Encourage or assist a fellow student in committing misconduct or fail to discourage or report misconduct where this can reasonably be expected.
- 6.7 In connection with any Akademia related activities:
 - 6.7.1 act dishonestly in relation to any teaching, learning and/or assessment opportunities;
 - 6.7.2 infringe on another person's copyright or other intellectual property right, including but not limited to plagiarism;
 - 6.7.3 commit plagiarism by pretending that another person's (including artificially generated information) 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,



sy werk in te sluit, sonder om die bron aan te haal of te erken; en

without citing or acknowledging the source; and

6.7.4 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.

6.7.4 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.

6.8 Op die perseel van Akademia, of tydens betrokkenheid by Akademia-verwante bedrywighede:

6.8 On the premises of Akademia, or during involvement in Akademia related activities:

6.8.1 gedrag openbaar of taal gebruik wat beledigend, gewelddadig, onweloweglik, onbehoorlik of aanstootlik van aard is;

6.8.1 display behaviour or use language that is abusive, violent, obscene, improper, or offensive in nature;

6.8.2 onder die invloed van enige afhanklikheidsvormende middel verkeer, of dit gebruik, besit, versprei, koop of verkoop, in stryd met die instelling se beleide en reëls;

6.8.2 is under the influence of alcohol or any other addictive substance, or uses, possesses, distributes, buys or sells such substances, in contravention of the institution's policies and rules;

6.8.3 enige gebruik van alkohol wat die oordeel, gedrag of vermoë van 'n individu om professioneel en verantwoordelik op te tree benadeel, word as oormatige gebruik beskou en is streng verbode;

6.8.3 any use of alcohol that impairs an individual's judgement, behaviour, or ability to act professionally and responsibly is considered excessive use and is strictly prohibited;



- | | | | |
|-------|---|-------|---|
| 6.8.4 | rook in enige vorm in 'n area waar rook verbode is; | 6.8.4 | smokes in an area where smoking is prohibited; |
| 6.8.5 | enige persoon regstreeks of onregstreeks skade aandoen of poog om skade aan te doen; | 6.8.5 | directly or indirectly harms any person or attempts to cause harm; |
| 6.8.6 | in besit wees van vuurwapens of enige ander wapens wat liggaamlike besering kan veroorsaak; en | 6.8.6 | be in possession of firearms or any other weapons that may cause bodily injury; en |
| 6.8.7 | goedere adverteer of te koop aanbied, fondse werf of geld insamel namens Akademia, sonder die vooraf skriftelike toestemming van die registrateur. | 6.8.7 | advertising or offering goods for sale, soliciting funds or raise money on behalf of Akademia, without the prior written permission of the registrar. |
| 6.9 | Versuim om vooraf skriftelike toestemming van die bestuurder: Studentelewe 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. | 6.9 | Failure to obtain prior written permission from the manager: Student life 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. |
| 6.10 | Sonder behoorlike vooraf goedkeuring van Akademia, registreer of geregistreer wees by enige ander hoëronderwysinstelling. | 6.10 | Without proper prior approval from Akademia, register or be registered at any other higher education institution. |
| 6.11 | Sosiale media op 'n wyse gebruik wat op enige van die bogenoemde oortredings neerkom. | 6.11 | Using social media in a manner that amounts to any of the above offences. |
| 6.12 | Enige bepaling soos vervat in die Behuisingsbeleid vir studente, of enige ander koshuisbeleid oortree, en of versuim | 6.12 | Violates any provision contained in the Student Residence Housing Policy or any other Residence Housing Policy, and or |



om enige oortredings by die toepaslike koshuisstruktuur aan te meld.

fails to report any violations to the appropriate residence structure.

7 Die dissiplinêre proses: akademiese oortredings

7.1 Algemene bepalings

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

- 7.1.1 Enige klagte van beweerde wangedrag word skriftelik by die Kantoor van die Registrateur aangemeld.
- 7.1.2 Die registrator, of gedelegeerde persoon soos deur die registrator bepaal, 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 registrator van mening is dat 'n klag van wangedrag teen 'n student geregverdig is, kan die registrator of gedelegeerde persoon sodanige klag laat formuleer.
- 7.1.3 Die formele skriftelike klagstaat en die materiële feite waarop dit berus sal minstens tien (10) kalenderdae voor

7 The disciplinary process: academic related misconduct

7.1 General provisions

General provisions regarding the reporting and handling of alleged misconduct:

- 7.1.1 Any complaint of alleged misconduct is reported in writing to the Office of the Registrar.
- 7.1.2 The registrar, or delegated person as determined by 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 or delegated person can have such a charge formulated.
- 7.1.3 The formal written charge sheet and the substantive facts upon which it is based will be delivered to the student



die dissiplinêre verhoordatum, aan die betrokke student besorg word via die student se Akademia-e-posadres.

concerned via the student's Akademia email address at least ten (10) calendar days before the date for the disciplinary hearing.

7.1.4 Die klagstaat moet die student se reg op regsverteenvoordinging vermeld.

7.1.4 The charge sheet must state the student's right to legal representation.

7.1.5 Die klagstaat wat per e-pos soos genoem in paragraaf 7.1.3 aan die student gestuur is, sal as ontvang geag word indien dit versend is na die student se Akademia-e-posadres.

7.1.5 The charge sheet sent to the student by email, as mentioned in paragraph 7.1.3, will be deemed received if sent to the student's Akademia email address.

7.1.6 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.

7.1.6 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.

7.1.7 Indien 'n ondersoek klaarblyklêre of vermoedelike kriminele optrede blootlê, mag Akademia die saak by die Suid-Afrikaanse Polisiediens aanmeld.

7.1.7 If an investigation reveals apparent or suspected criminal conduct, Akademia may report the matter to the South African Police Service.

7.1.8 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.

7.1.8 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.

7.1.9 Onderhewig aan die voorafgaande bepalings word alle dissiplinêre verrigtinge streng vertroulik hanteer en dit sluit

7.1.9 Subject to the preceding provisions, all disciplinary proceedings are treated strictly confidential, and includes



enige dokumente of inligting in wat tydens die verhoor gebruik of bekendgemaak word.

7.1.10 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 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 vertoë deur die student, asook bykomende inligting om na goeiedunke billik en regverdig in die aangeleentheid te handel.

7.1.11 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.

any documents or information used or disclosed during the hearing.

7.1.10 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 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.

7.1.11 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.



8 Dissiplinêre proses: nie-akademiese oortredings

8.1 Algemene bepalinge

- 8.1.1 Om in 'n koshuisingemeenskap te woon beteken dat daar sekere reëls, beleide en prosedures is wat alle inwoners moet nakom. Die Behuisingsbeleid is van toepassing op die eiesoortige situasie en karakter wat in die koshuise heers.
- 8.1.2 Akademia-studente het toegang tot koshuise wat deur privaat ooreenkomste aan die instelling se studente beskikbaar gestel word. Hierdie koshuise word bestuur deur goedgekeurde koshuisbestuurstrukture, wat koshuisouers en huiskomitees insluit.
- 8.1.3 Enige klagte van beweerde wangedrag moet skriftelik by die bestuurder: Studentelewe aangemeld word.
- 8.1.4 Die bestuurder: Studentelewe ondersoek die beweerde wangedrag, en indien die bestuurder in samewerking met die hoof: Studentesake van mening is dat 'n klag van wangedrag teen 'n student geregtig is, sal die hoof: Studentesake die registrateur versoek om 'n persoon aan te

8 Disciplinary process: non-academic misconduct

8.1 General terms

- 8.1.1 Living in a residence housing community means that there are certain rules, policies, and procedures that all residents must adhere to. The Residence Housing Policy applies to the distinctive situation and character that prevails in the residences.
- 8.1.2 Akademia students have access to residences that are made available to the institution's students through private agreements. These residences are run by approved residence management structures, which include residence parents and house committees.
- 8.1.3 Any complaint of alleged misconduct must be reported in writing to the Manager: Student Life.
- 8.1.4 The manager: Student Life investigates the alleged misconduct, and if the Manager, in conjunction with the head: Student Affairs, is of the opinion that a complaint of misconduct against a student is justified, the head: Student Affairs will request the registrar to appoint a person to



stel om die klag te ondersoek en aan te kla indien toepaslik.

investigate the complaint and prosecute, if applicable.

8.1.5 Die formele skriftelike klagstaat sal minstens tien (10) kalenderdae voor die dissiplinêre verhoordatum, aan die betrokke student besorg word via die student se Akademia-e-posadres.

8.1.5 The formal written charge sheet will be delivered to the student concerned via the student's Akademia email address at least ten (10) calendar days before the disciplinary hearing date.

8.1.6 Die klagstaat moet die student se reg op regsverteenvoordinging vermeld.

8.1.6 The charge sheet must state the student's right to legal representation.

8.1.7 Die klagstaat wat per e-pos, soos genoem in paragraaf 8.1.5, aan die student gestuur is, sal as ontvang geag word indien dit versend is na die student se Akademia-e-posadres.

8.1.7 The charge sheet sent to the student by email, as mentioned in paragraph 8.1.5, will be deemed to have been received if it has been sent to the student's Akademia email address.

8.1.8 Indien 'n ondersoek klaarblyklike of vermoedelike kriminele optrede blootlê, mag Akademia die saak by die Suid-Afrikaanse Polisiediens aanmeld.

8.1.8 If an investigation reveals obvious or suspected criminal conduct, Akademia may report the matter to the South African Police Service.

8.1.9 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.

8.1.9 Subject to the foregoing provisions, all disciplinary proceedings are treated in the strictest confidence, and this includes any documents or information used or disclosed during the hearing.

8.1.10 Indien daar redelike gronde is om te vermoed dat 'n student aan ernstige wangedrag skuldig is en die hoof: Studentesake dit redelikerwys in belang van veiligheid of

8.1.10 If there are reasonable grounds to suspect that a student is guilty of serious misconduct and the head: Student Affairs reasonably considers it in the interest of safety or the



handhawing van goeie orde en dissipline by studentebhuising beskou, kan die hoof: Studentesake sodanige student tydelike skors en/of toegang tot enige terrein of perseel van Akademia weier, hangende die afhandeling van 'n dissiplinêre ondersoek. Die registrateur oorweeg enige versoë deur die student, asook bykomende inligting om na goeie billik en regverdig in die aangeleentheid te handel.

- 8.1.11 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.

maintenance of good order and discipline at the student housing, the Head: Student Affairs may temporarily suspend such student and/or deny access to any site or premise of Akademia, pending the conclusion of a disciplinary investigation. The registrar considers any representations made by the student, as well as additional information to act fairly and equitably in the matter in its sole discretion.

- 8.1.11 Any reference in the Policy to the registrar of Akademia shall, unless expressly provided otherwise, include its delegated representative who is authorised to act as such in respect of all aspects set out in the Policy.



8.2 Prosedure

8.2.1 Dissiplinêre skikkingsprosedure en sanksieooreenkomste

8.2.1.1 Die registrateur of gedelegeerde soos deur die registrateur bepaal, het die mandaat om, namens die instelling, enige tyd tydens die dissiplinêre proses, 'n dissiplinêre skikkings- en sanksieooreenkomste (hierna genoem die skikkingsooreenkoms) met 'n student aan te gaan. Hierdie bevoegdheid word uitgeoefen met die doel om geskille redelik, billik, effektief en regverdig op te los, ingesluit maar nie beperk tot gevalle waar:

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

8.2.1.2 Die proses behels dat behoorlike oorlegpleging tussen die registrateur of sy gedelegeerde met die beskuldigde student of sy regsverteenvoordiger plaasvind ten opsigte van die klag en die sanksie wat voorgelê word.

8.2.1.3 Met die ondertekening van die skikkingsooreenkoms deur die student en die registrateur of sy gedelegeerde word die

8.2 Procedure

8.2.1 Disciplinary settlement procedure and sanctions agreements

8.2.1.1 The registrar, or a delegate as designed by the registrar, has the mandate, on behalf of the institution, to enter into disciplinary settlement and sanctions agreements (hereafter referred to as the settlement agreement) with a student at any stage during the disciplinary process. The authority is exercised with the aim of resolving disputes in a reasonable, equitable, effective and fair manner, included but not limited to the following cases where:

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

8.2.1.2 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.

8.2.1.3 Upon signing of the settlement agreement by the student and the registrar or his delegate, the terms of the



bepalings van die ooreenkoms van krag.

- 8.2.1.4 In die geval waar 'n skikkingsooreenkoms bereik is, is die appèlprosedure nie van toepassing nie. In so geval het die student geen reg op appèl ten aansien van die bevinding of die sanksie nie

8.2.2 Formele dissiplinêre prosedure

- 8.2.2.1 In alle ander gevalle anders as waarna verwys word in paragraaf 8.2.1. word daar voortgegaan met 'n formele dissiplinêre verhoor wat sal plaasvind op 'n datum, tyd en plek soos in die klagstaat gemeld.
- 8.2.2.2 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;

agreement become effective.

- 8.2.1.4 In the case where a settlement agreement has been reached, the appeal procedure does not apply. In such a case, the student has no right to appeal against the finding or the sanction.

8.2.2 Formal disciplinary procedure

- 8.2.2.1 In all cases other than those referred to in paragraph 8.2.1, a formal disciplinary hearing will proceed which will take place on a date, time and place as stated in the charge sheet.
- 8.2.2.2 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;



- deur die ouer(s) of voog bygestaan te word indien die student onder die ouderdom van agttien (18) 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;
- 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.

8.2.2.3 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.

- be assisted by the parent(s) or guardian if the student is under the age of eighteen (18) 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;
- 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.

8.2.2.3 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.



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| <p>8.2.2.4 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.</p> <p>8.2.2.5 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.</p> <p>8.2.2.6 Die Komitee bevind, ná 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.</p> <p>8.2.2.7 In die geval van 'n skuldigbevinding, word getuienis ter strafversagting en strafverswaring aangehoor, waarna die Komitee op 'n gepaste sanksie besluit ná aanhoor van slotbetoë deur die pro forma-aanklaer en die student of sy regsverteenwoordiger.</p> <p>8.2.2.8 Die student word ook skriftelik van die bevinding en sanksie ingelig deur die registrateur binne tien (10) kalenderdae ná die bevinding van die Komitee.</p> | <p>8.2.2.4 If a student against whom a charge has been laid refuses or fails to attend the hearing, the proceedings will continue in his absence.</p> <p>8.2.2.5 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.</p> <p>8.2.2.6 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.</p> <p>8.2.2.7 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.</p> <p>8.2.2.8 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.</p> |
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8.2.2.9 Indien 'n student wat skuldig bevind is aan wangedrag aldus versoek, welke versoek skriftelik aan die registrateur gerig moet word binne vyf (5) kalenderdae ná 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.

9 Dissiplinêre Komitee vir Studente

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

- 9.1 'n Voorsitter, wat 'n toegelate prokureur of advokaat van buite Akademia is met ten minste agt (8) jaar ervaring in die praktyk, of 'n akademiese personeellid met 'n toepaslike regskwalifikasie en ervaring wat nie betrokke is by 'n program waarvoor die aangeklaagde student geregistreer is nie.
- 9.2 Die voorsitter word deur die volgende lede bygestaan in gevalle wat met beweerde akademiese wangedrag verband hou:
 - 9.2.1 Twee permanente personeellede uit die akademiese en/of akademiese ondersteunende personeel van Akademia, ten

8.2.2.9 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.

9 Student Disciplinary Committee

The registrar constitutes the Student Disciplinary Committee as follows:

- 9.1 A chairperson, who is an admitted attorney or advocate from outside Akademia with at least eight (8) 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.
- 9.2 The chairperson is assisted by the following members in cases relating to alleged academic misconduct:
 - 9.2.1 Two permanent staff members from the academic and/or academic support staff of Akademia, at least at the level of



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.

head of department, Programme coordinator or manager, who are not involved in a programme and/or module for which the accused student is registered.

9.3 Die voorsitter word deur die volgende lede bygestaan in gevalle wat met beweerde wangedrag van 'n nie-akademiese aard verband hou:

9.3 The chairperson is assisted by the following members in cases relating to alleged misconduct of a non-academic nature:

9.3.1 twee permanente personeellede van Akademia, ten minste op die vlak van dosent of bestuurder.

9.3.1 Two permanent staff members of Akademia, at least at the level of lecturer or manager.

9.4 Die volgende persone is nie geskik om as lede van die Komitee te dien nie:

9.4 The following persons are not fit to serve as members of the Committee:

9.4.1 Die persoon wat die klag gelê het.

9.4.1 The person who laid the complaint.

9.4.2 'n Persoon wat getuienis voor die Komitee aflê.

9.4.2 A person who gives evidence before the Committee.

9.4.3 'n Persoon wat onafhanklik van die Komitee die geldigheid van die klagte ondersoek het.

9.4.3 A person who independently of the Committee investigated the validity of the complaint.

9.5 Die registrateur kan 'n personeellid met 'n toepaslike regskwalifikasie, 'n onafhanklike regspraktisyn of 'n konsultant met 'n toepaslike regskwalifikasie sowel as oor die nodige ervaring beskik en 'n toegelate prokureur is, aanstel om as pro forma-aanklaer in die verrigtinge voor die Komitee op te tree.

9.5 The registrar may appoint a staff member with an appropriate legal qualification, an independent legal practitioner, or a consultant who possesses an appropriate legal qualification as well as the necessary experience and is an admitted attorney, to act as pro forma prosecutor in the proceedings before the Committee. The pro forma prosecutor and the



Die pro forma-aanklaer en die persoon wat 'n klagte ondersoek mag dieselfde persoon wees.

- 9.6 Besluite deur die Komitee word by wyse van meerderheidstem geneem.

10 Strafmaatreëls

- 10.1 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:

- 10.1.1 'n Skriftelike of finale skriftelike waarskuwing aan die student uitreik.
- 10.1.2 Die student beveel om skriftelik verskoning aan te teken vir sy gedrag.
- 10.1.3 Die student beveel om skade, nadeel of verlies deur hom veroorsaak, te herstel of te vergoed.
- 10.1.4 Die student 'n toepaslike boete van nie meer as R5 000 (vyfduisend rand) nie, oplê.
- 10.1.5 Die student van 'n reg, of voorreg ontnem wat met sy inskrywing by Akademia verband hou.

person who investigates a complaint may be the same individual.

- 9.6 Decisions by the Committee are taken by majority vote.

10 Penalties

- 10.1 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:

- 10.1.1 Issue a written or final written warning to the student.
- 10.1.2 Direct the student to apologise in writing for his behaviour.
- 10.1.3 Direct the student to repair or compensate for damage, harm or loss caused by him.
- 10.1.4 Impose an appropriate fine on the student of no more than R5 000 (five thousand rand).
- 10.1.5 Deprive the student of a right or privilege relating to his enrolment at Akademia.



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| 10.1.6 Die student se assesseringspunte en/of enige ander krediete wat deur assessering of op enige ander wyse verwerf is, herroep. | 10.1.6 Revoke the student's assessment marks and/or any other credits obtained through assessment or in any other way. |
| 10.1.7 Die student se kwalifikasie wat op oneerlike wyse verwerf is, herroep. | 10.1.7 Revoke the student's qualification obtained dishonestly. |
| 10.1.8 Die student vir 'n bepaalde tydperk van Akademia en of sy koshuisbehuising skors. | 10.1.8 Suspend the student from Akademia and or residence housing for a specified period. |
| 10.1.9 Die student permanent van Akademia skors en/of die student die voorreg ontsê om weer as student aan Akademia te registreer. | 10.1.9 Suspend the student permanently from Akademia and/or deny the student the privilege of registering as a student at Akademia again. |
| 10.1.10 Die toekenning van enige graad of ander kwalifikasie uitstel, hangende die finalisering van enige dissiplinêre proses of nakoming van enige strafmaatreël. | 10.1.10 Postpone the awarding of any degree or other qualification pending finalisation of any disciplinary process or compliance with any punitive measure. |
| 10.1.11 Die student se Akademia-beurs en/of -lening kanselleer. | 10.1.11 Cancel the student's Akademia bursary and/or loan. |
| 10.2 Die Komitee kan enige van die strafmaatreëls hier bo genoem in geheel of gedeeltelik opskort vir 'n tydperk en op voorwaardes soos deur die Komitee bepaal. | 10.2 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. |
| 10.3 Indien daar teen 'n besluit van die Komitee geappelleer word, kan die Komitee, ná oorleg met die registrateur, die sanksie opskort, hangende die afhandeling van die appèl. Indien die | 10.3 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. |



sanksie nie opgeskort word nie, bly dit van krag hangende die appèl.

10.4 Die registrateur moet die senaat en bestuur van Akademia in kennis stel van die bevindings en sanksie wat in elke geval opgelê word.

11 Reg tot appèl

11.1 Appèlprosedure

11.1.1 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 tien (10) kalenderdae (alle dae, insluitend Saterdag, Sondag en openbare vakansiedae) vanaf datum waarop die student van die studente- dissiplinêre komitee se besluit ingevolge paragrawe 10 verwittig is, dus vanaf die datum waarop die besluit mondelings in 'n verhoor meegedeel is of anders skriftelik versend is.

10.4 The registrar must inform the senate and management of Akademia of the decision and sanction imposed in each case.

11 Right to appeal

11.1 Appeal procedure

11.1.1 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 ten (10) 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 10, thus from the date on which the decision was communicated orally at a hearing or otherwise sent in writing.



11.1.2 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.

11.1.3 Die registrateur tref die nodige reëlins en verseker dat die volgende relevante dokumentasie so spoedig moontlik as 'n oorkonde by die Appèlkomitee ingedien word sodat die appèl aangehoor kan word:

11.1.3.1 Alle dokumentasie wat voor die studente- dissiplinêre komitee gedien het ingeslote die klagstaat.

11.1.3.2 Die opname en transkripsie van die opname van die verrigtinge.

11.1.3.3 Die skriftelike kennisgewing van die besluit en sanksie deur die Komitee opgelê.

11.1.3.4 Die student se skriftelike kennisgewing van appèl wat die gronde daarvoor uiteensit.

11.1.3.5 Die voorsitter se verslag in antwoord op die gronde vir appèl wat die volgende moet insluit:

11.1.2 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.

11.1.3 The registrar makes the necessary arrangements and 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:

11.1.3.1 All documentation that served before the student disciplinary committee including the charge sheet.

11.1.3.2 The recording and transcript of the recording of the proceedings.

11.1.3.3 The written notice of the decision and sanction imposed by the Committee.

11.1.3.4 The student's written notice of appeal setting out the grounds for doing so.

11.1.3.5 The chairperson's report in response to the grounds for appeal which should include:



11.1.3.5.1	Die prosedure wat gevolg is.	11.1.3.5.1	The procedure that was followed.
11.1.3.5.2	Die feite wat vasgestel en oorweeg is.	11.1.3.5.2	The facts established and considered.
11.1.3.5.3	Die faktore wat oorweeg is vir die skuldigbevinding en bepaling van sanksie.	11.1.3.5.3	The factors considered for the conviction and determination of sanction.
11.1.4	Die registrateur stel die oorkonde beskikbaar aan die pro forma-aanklaer en aan die student of sy regsverteenwoordiger.	11.1.4	The registrar makes the record available to the pro forma prosecutor and to the student or his legal representative.
11.1.5	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.	11.1.5	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.
11.1.6	Ná kennisgewing van die datum waarop die appèl aangehoor sal word, sal die pro forma-aanklaer en die student of sy regsverteenwoordiger geregtig wees, nie later nie as vyf (5) kalenderdae voor aanhoring van appèl, om skriftelike betoogshoofde in te dien by die registrateur of sy gedelegeerde.	11.1.6	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 five (5) calendar days prior to hearing of appeal, to submit heads of argument to the registrar or his delegate.
11.1.7	Die pro forma-aanklaer asook die student en/of sy regsverteenwoordiger sal geregtig wees om voor die Appèlkomitee te verskyn.	11.1.7	The pro forma prosecutor as well as the student and/or his legal representative will be entitled to appear before the Appeals Committee.
11.1.8	Die appèl word beslis op die oorkonde voor die Appèlkomitee en ná aanhoring van enige verdere	11.1.8	The appeal is decided on the record before the Appeals Committee and after hearing any further oral



mondelinge betoë by die aanhoor van die appèl.

11.1.9 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.

11.1.10 Die student word skriftelik van die appèlkomitee se besluit in kennis gestel so spoedig moontlik ná die verhoor voor die Appèlkomitee.

11.2 Dissiplinêre Appèlkomitee vir Studente

Die registrateur stel die Appèlkomitee soos volg saam:

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

11.2.2 Die besturende direkteur, uitvoerende hoof: Akademie of enige direksielid van Akademia.

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

11.2.4 '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

representations at the hearing of the appeal.

11.1.9 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.

11.1.10 The student is notified in writing of the appeals committee's decision as soon as possible after the hearing before the Appeals Committee.

11.2 Student Disciplinary Appeals Committee

The registrar constitutes the Appeals Committee as follows:

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

11.2.2 The managing director, chief executive officer: Academic or any board member of Akademia.

11.2.3 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.

11.2.4 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



appèl aangeteken is, is nie geskik om in die betrokke saak as lid van die Appèlkomitee te dien nie, maar kan wel steeds as pro forma-aanklaer optree vir die instelling.

12 Skorsings- en uitsettingsbevele

- 12.1 '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.
- 12.2 '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.
- 12.3 'n Opgeskorte, tydelike of permanente skorsing wat 'n student ná skuldigbevinding opgelê word, sal op die student se rekord aangeteken word.
- 12.3.1.1 In die geval van waar tydelike toegang tot behuisingpersele geweier word of tydelike skorsing van behuisingpersele, sal die betaling van koshuisgelde opgeskort word tot en met die uitkoms van die verhoor.

lodged with the Appeals Committee, is not fit to serve as a member of the Appeals Committee in the matter concerned, but may still act as pro forma prosecutor on behalf of the institution.

12 Suspension and expulsion orders

- 12.1 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.
- 12.2 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.
- 12.3 A suspended, temporary or permanent suspension imposed on a student after conviction will be recorded on the student's record.
- 12.3.1.1 In the case where temporary access to residences premises is denied or temporary suspension of residences premises, the payment of residence fees will be suspended until the outcome of the hearing.

Commented [Lv1]: Omskryf die proses meer volledig in die koshuisbehuisingbeleid.



12.3.1.2 Behuisingsgelde terugwerkend tot datum van skorsing, reeds betaal sal terugbetaal word indien die student skuldig bevind word en skorsing en kansellasië van behuisingskontrak aangewysde sanksie is.

13 Riglyne vir strafmaatreëls

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

12.3.1.2 Residence housing fees backdated to the date of suspension, already paid will be refunded if student is found guilty and suspension and cancellation of residence housing contract is the designated sanction.

13 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

Appendix A: Guidelines for punitive measures

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.

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 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 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 van die instelling. Oortreding sluit in: peuter met brandtoerusting, brandstigting en vandalisme	a. Boete wat die herstelkoste weerspieël b. Finale skriftelike waarskuwing c. Skorsing	Damage to any property of the institution. Offences include: tampering with fire equipment, arson and vandalism	a. Penalty reflecting repair costs b. Final written warning c. Suspension
Obstruksie of ontwrigting van die beheer, gesag of behoorlike administrasie van die instelling of sy betrokke	a. Finale skriftelike waarskuwing b. Skorsing	Obstruction or disruption of the control, authority, or proper administration of the institution or its relevant	a. Final written warning b. Suspension



bedrywighede wat van minder ernstige aard is		operations that are of a less serious nature	
Rook in ruimtes wat nie daarvoor aangewys word nie	a. Boete b. Finale skriftelike waarskuwing	Smoking in spaces not designated for it	a. Fine b. Final written warning
Oneerlikheid met betrekking tot assesserings	a. Verbeur punte vir die spesifieke assessering en/of herhaling van module	Dishonesty regarding assessments	a. Forfeit points for the specific assessment and/or repeating of module b. Final written warning c. Suspension (partially or fully) d. Eviction from institution and/or residence premises e. Cancellation of residence housing contract f. Sponsors will be informed of a suspension or expulsion g. Alcohol and drug abuse will be referred to the South African National Council on Alcoholism and Drug Dependence (SANCA).
Nienakoming van toets- en eksamenreëls	b. Finale skriftelike waarskuwing	Non-compliance with test and examination rules	
Plagiaat	c. Skorsing (gedeeltelik of ten volle)	Plagiarism	
Betrokkenheid by bedrieglike bedrywighede/vervalsing van enige handtekening of dokument of rekord op enige gegewe tydstip	d. Uitsetting uit instelling en/of behuisingspersele e. Kansellasië van behuisingskontrak f. Borge sal ingelig word oor 'n skorsing of uitsetting	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 funksionering van die institusionele bedrywighede	g. Alkohol- en dwelmmisbruik sal verwys word na die Suid-Afrikaanse Nasionale Raad vir Alkoholisme en	Conduct with a serious adverse impact on Akademia's reputation or the functioning of the institutional operations	



Gebruik van skeltaal of ander onbehoorlike gedrag wat inbreuk maak op die regte van ander	Afhanklikheid van Verdowingsmiddels (SANRA) h. Verbeur die voorreg om assesserings tuis af te lê, moet alle assesserings by die naaste sentrum of Akademia- goedgekeurde plek onder toesig aflê.	Use of abusive language or other improper conduct that infringes on the rights of others	h. Forfeit the privilege of taking assessments at home, all assessments must be completed at the nearest centre or under Akademia approved supervision.
Alkohol misbruik of daarmee handel op die instelling se perseel		Alcohol abuse or trade on the institution's premises	
Besit van dagga, daggaprodukte en daggagebruikmiddels/-toestelle op die instelling se persele		Possession of marijuana, marijuana products or marijuana paraphernalia/devices on institution's premises	
Besit of gebruik van, of handel met enige gewoontevormende middels/dwelms op die instelling se persele		Possession or use of, or trafficking in any habit-forming substances/drugs on institution's premises	
Vorm deel van 'n groep in 'n lokaal of perseel van die instelling waar daar dagga of ander gewoontevormende middels verbruik word, in teenstelling met die reëls en beleide soos deur die		Forms part of a group in a venues or on the premises of the institution where cannabis or other habit-forming substances are being used, in contravention of the rules and policies determined by the	



instelling aangaande hierdie middels bepaal		institution regarding such substances.	
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	
Viktimisasie/rasverwante insidente/menseregteskendin g/diskriminasie		Victimisation/race-related incidents/human rights violations/discrimination	
Aanranding/verkragting/ ontbloting		Assault/rape/exposure	
Diefstal		Theft	



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. Revised full policy. 2. Added disciplinary settlement procedure and sanctions agreements
2 April 2024	Liana van Rooy (Registrateur)	1. Redigering en bywerking 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.
5 November 2025	Liana van Rooy (Registrateur)	1. Belyning met Koshuisbehuisingsbeleid	5 November 2025	Liana van Rooy (Registrar)	1. Alignment with Residency Housing Policy