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Type of policy	Student Policies		
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Name change to	Not applicable		
Linked Strategy/Plan	Not applicable		
Documentation linked to this policy			
Database			
Responsibility for policy implementation	National Level: Managing Director Regional Level: Regional Manager		

PURPOSE

The purpose of this document is to make the **eta** student aware of the expected conduct, the right to appeal if an offence has occurred within the **eta** premises and grounds or by another **eta** student and the disciplinary action that follows, should there be any lack of adherence to the rules.

POLICY

It should be noted that whiles this is a guide in terms of student rules; the underpinning principle is that students uphold and abide by the laws of SA. If students are found to be transgressing the law, they will be reported to the police without exception.

This policy defines the controls regarding the following:

- 1. Student code of conduct**
- 2. Offences requiring disciplinary action**
- 3. Offences that may lead to dismissal**
- 4. Appeals and grievances regarding student discipline**
- 5. Ground rules relating to time keeping and noise levels during lectures**

1. Student code of conduct

- 1.1 All students' behaviour must at all times be compliant with **eta** Code of Conduct and all the other Rules set by the **eta** institution. This includes being self disciplined in class and on the field; undisciplined behaviour that disrupts the class and teaching is considered a breach of the code of conduct.
- 1.2 Any form of infringement or abuse on other **eta** students or **eta** staff members' rights is forbidden.

- 1.3 Theft, drug use or drug trafficking, vandalism of property and other related offences are deemed by **eta** as profound criminal offence and harsh actions will be taken against any person who commits such offences.
- 1.4 In accordance with the laws of South Africa and as a sport and fitness college promoting health and fitness, **eta** has a non-smoking policy and is a non-smoking campus. No smoking is allowed in the context of any **eta** teaching and learning environment. Students cannot smoke whilst on campus or on **eta** grounds.
- 1.5 Students are not allowed to smoke when doing practical experiential learning in the industry or in the field or when wearing **eta** clothing.
- 1.6 Students must refrain from any sexual misconduct and sexual harassment, **eta** has a strong policy against this conduct, and offenders will be disciplined.
- 1.7 Any student who witnesses any action against the law must report that to the **eta Regional** manager immediately.
- 1.8 All students should conduct themselves in an appropriate manner at all times. At no time should they conduct themselves in a manner that would discredit the **eta**.

2. Offences requiring disciplinary action

Any breach of the general code of conduct, the academic rules, criminal conduct, the conduct of a student working with **eta** or relating to cheating or plagiarism will be an offence and student will be subject to disciplinary action.

3. Offences that may lead to dismissal

- Criminal offences
- Repeated cheating or plagiarism

4. Appeals and grievances regarding student discipline

- 4.1 Appeals and outcomes from appeals are noted in any meetings held and kept on student file.
- 4.2 If student appeals involve another student, a report on this appeal is also kept on that student's file.
- 4.3 Student appeals must be in writing from the student
- 4.4 One copy of the letter is kept on student's file, one copy is kept in a student appeals file and third copy sent to **eta National**.
- 4.5 If a trend in similar student problems is noted, this must be investigated by a representative from **eta National** office.

5. Ground rules relating to time keeping

- 5.1 Classes start and finish on time and the Lecturer is present in class when session begins.
- 5.2 If students are late for class, they are allowed to enter after the first break.
- 5.3 Late students can work quietly in the library until they are able to enter the classroom

- 5.4 Continuous lateness (more than three occasions) will be treated as a breach of rules and students will be asked to meet with the faculty member to remedy the time keeping problem.
- 5.5 Repeated lateness following remediation will be treated as misconduct.

6. Handling disruptive behavior in class,

When lecturing or presenting, students are warned of the disruption rule in the induction session and at the start of first classes:

1. If a student or a group of students make a noise that disrupts the presentation, they will be asked to stop and to be quiet so that the rest of the class can hear.
2. If students do not stop, they will be asked to leave the classroom (at this point the penalty applies to the whole class).
3. Next student to make any noise that is seen as disruptive by the Lecturer is asked to leave (even if you were not first offender).
4. If they do not stop disrupting the class, the lecturer can leave

When facilitating group discussion

Discussions can create an increase in noise levels and as long as discussions are taking place, the noise level should be acceptable.

Lecturers can manage this a

PROCEDURE

1. **For first offence;** an immediate private meeting is held between the student and manager. Such meeting must take place within 24-hours of the offence.
 2. The student is given a verbal warning relating to the offence and the outcome of the meeting is recorded in the student file.
 3. If the offence is repeated a second time within the academic year, a second meeting is held, a written warning is given to the student and agreement is reached for remedial action.
 4. If the offence is repeated after the written warning the student is suspended.
 5. There is no refund of course fees in the event of student misconduct and student suspension.
 6. These disciplinary actions are managed the regional manager.
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