



## **BLACKFORDBY STUDENT CODE OF CONDUCT 2024 - 2026**

### **1.0 Introduction**

1.1 The Blackfordby College of Agriculture Student Code of Conduct is a set of rules and regulations that govern the conduct of students both on and off campus.

1.2 The aim of this code and the disciplinary procedures contained herein is both to assist an individual to reform undesirable behavior, as well as preserve the integrity of Blackfordby College as a reputable institution of higher learning.

1.3 Upon registration, a student shall be required to sign a statement in which he / she undertakes to conduct himself / herself in accordance with the dictates of the Blackfordby Student Code of Conduct.

1.4 Whilst effort has been made to express the Code of Conduct in explicit terms, Blackfordby College reserves the right to charge a student with misconduct for any act of commission or omission which may be deemed as inconsistent with the fulfillment of the express or implied conditions of his or her engagement as a Blackfordby student.

1.5 If a group of students forms a common intention to commit certain acts and in due course a breach of these rules is committed by one or some members of the group, then each member of the group may be held to have committed that breach of rules.

1.6 Where a student commits an act which is both an offence according to the laws of the country and one after investigation appears to be a breach of this Code, College may punish such a student notwithstanding that he / she is prosecuted and / or punished by the courts.

1.7 The College Disciplinary Authority will handle all matters relating to student discipline, and will determine appropriate remedy.

### **2.0 Composition of a student disciplinary authority**

2.1. A student disciplinary authority shall consist of three (3) appointed staff members.

### **3.0 Disciplinary Action Procedure**

**3.1** When an alleged act of misconduct takes place, the Dean of Students (or his / her appointed agent) shall carry out an investigation into the alleged offence, receive written statements from the parties involved and their witnesses and submit these to the Chairman of the Disciplinary Authority. Where appropriate and to ensure non-interference with investigation processes, the Dean of Student may suspend the accused person(s) from College for a period of not more than five (5) working days.

- 3.2** Where there is no case to answer, the Chairman of the Disciplinary Authority shall dismiss the matter and notify the alleged offender in writing and forward a copy of such letter to the Vice Principal for record purposes.
- 3.3** To guide them in reaching a decision, the Disciplinary Authority will take into consideration the discipline record of the offender. Current unexpired warnings will be taken into account when deciding the penalty and depending on the nature and seriousness of the offence, the whole of the offender's record may be considered. The imposition of the recommended punitive measures need not be automatic and the relevant circumstances of each case should be taken into account before a decision is made on the merits of each case.
- 3.4** The Chairman of the Disciplinary Authority shall notify the alleged offender in writing of the disciplinary hearing in not less than three (3) working days. Such notice should briefly describe the charge and indicate the date, time and venue of such hearing.
- 3.5** After its deliberations, the Disciplinary Authority shall decide the penalty to be applied in each individual case.
- 3.6** The student shall be informed of the outcome of the disciplinary hearing within three (3) working days of the hearing being held.
- 3.7** It is imperative in the individual student's as well as the College's interest that all disciplinary proceedings are recorded for placement in the student's personal file as confidential record.

#### **4.0 The Appeals Procedure**

- 4.1 The appeals procedure provides for a system where a student that has been subject of disciplinary hearing is able to seek redress should he / she feel that proceedings were not conducted in a fair and just manner.
- 4.2 The College Principal is the final appeal authority with respect to Blackfordby College's internal student disciplinary procedures.
- 4.3 A discontented student shall within three (3) working days of being informed of the decision appeal to the Principal in writing, clearly stating the following: the charge that was laid, the final decision reached and the reason(s) why the student is making the appeal.
- 4.4 All appeals must be lodged within the stated three (3) working day time frame, failure to do so will constitute acceptance of the decision handed down.
- 4.5 On receiving an appeal, the Principal shall review the matter prior to making a decision. The Principal shall inform the appellant on the outcome of the appeal within a period of not more than three (3) working days.

#### **4.0 Classification of misconduct and appropriate penalties**

In addition to the measures outlined below, the Disciplinary Authority reserves the right to charge the offender for replacement or repair of any breakages, loss of college property etc.

##### **4.1 Minor misconduct**

**4.1.1** First breach warrants a first written warning [valid for three (3) months].

**4.1.2** Second breach of a minor misconduct warrants a final written warning [valid for six (6) months], suspension from college for a period of not less than five (5) working days, or both.

**4.1.3** Third breach of a minor misconduct warrants dismissal.

##### **4.2 Serious Misconduct**

**4.2.1** First breach of a serious misconduct warrants a final written warning [valid for six (6) months], suspension from college for a period of not less than five (5) working days, or both.

**4.2.2** Second breach of a serious misconduct warrants dismissal.

##### **4.3 Gross misconduct**

**4.3.1** First breach of a gross misconduct warrants dismissal.

#### **5.0 General Schedule of Offences**

##### **5.1 Minor misconducts**

No student of Blackfordby College of Agriculture shall:

**5.1.1** Store alcohol or alcohol containers in student rooms and / or consume alcohol on Blackfordby College campus outside of the College Bar.

**5.1.2** Absent himself / herself from lectures, practical sessions, field visits or farm duties without the proof of authorisation from the Dean of Students or his / her appointed agent.

**5.1.3** Absent himself / herself from College during the week (Monday 6.00am to Friday 1.00pm) without previously obtaining permission from the Dean of Students.

**5.1.4** Fail to observe dining hall, library, workshop, laundry and computer lab rules.

**5.1.5** Fail to observe due dates for projects, assignments and educational trip reports.

**5.1.6** Hunt, shoot, fish, capture or kill any birds or game on the farm.

**5.1.7** Park any vehicle on prohibited grounds

**5.1.8** Play ball games within proximity to built up areas

**5.1.9** Change rooms, remove or exchange furniture from any of the rooms without the consent of the Housekeeper.

**5.1.10** Keep pets or animals in the rooms or on the college property.

## **5.2 Serious misconducts**

No student of Blackfordby College of Agriculture shall:

- 5.2.1** Enter or allow entry into hostel rooms or bathrooms of students of the opposite sex
- 5.2.2** Engage in any behavior which violates the peace, dignity and rights of other members of the Blackfordby College community – both staff and students alike
- 5.2.3** Engage in any conduct whether on or off campus which is reasonably likely to be harmful to the reputation, integrity and interests of the College, its members of staff and students
- 5.2.4** Disrupt or seek to disrupt any college function, teaching session or administrative work, or prevent any member of the College from carrying out his / her work, or do any act reasonably likely to cause disruption or prevention
- 5.2.5** Damage or deface any property of the College or do any act reasonably likely to cause damage or defacement thereto
- 5.2.6** Use abusive language or gesture against any member of staff, student or guest of Blackfordby College
- 5.2.7** Host or allow to host any party, function or gathering without advance [*minimum five (5) working days*] clearance by the Dean of Students.
- 5.2.8** Keep, use or attempt to use any firearm or other dangerous weapons (e.g. pellet guns, catapults, crossbows, machete, guns, explosives) on campus
- 5.2.9** Enter into any of the farm workers' villages ("*compounds*") on Klein Kopjes Farm and / or adjacent farms without the express permission of the Dean of Students.
- 5.2.10** Minor breach of examination regulations (refer to Examination Regulations for Students)

## **5.3 Gross misconduct**

No student of Blackfordby College of Agriculture shall engage in any of the following malpractices:

- 5.3.1** Theft, attempt to steal or aiding to steal
- 5.3.2** Falsification of qualifications
- 5.3.3** Sexual Harassment (*Unwanted conduct of a sexual nature affecting the dignity of men or women at College – both physical or verbal in nature*)
- 5.3.4** Sexual Offences (*Rape, attempt or aiding to rape, indecent assault or similar criminal offences*)
- 5.3.5** Sabotage or Vandalism (*Deliberate inflict of harm with intention of disrupting operations or causing loss*)
- 5.3.6** Extortion (*Demanding money or favour from another person under threat or*

*undue pressure of any form or manner)*

**5.3.7** Bribery or Corruption (*Offer or attempt to offer bribe to influence decision or course of action*)

**5.3.8** Gambling, betting, pyramid schemes and related activities

**5.3.9** Alcohol and / or drug abuse - any violation of the provisions of the Blackfordby College of Agriculture Drug and Substance Abuse Policy.

**5.3.10** Drink spiking (*putting drugs or alcohol into someone's drink or food without their knowledge*) or use of 'date rape' drugs (*drugs used to spike a drink before a sexual assault*)

**5.3.11** Assault, Attempted assault or Fighting

**5.3.12** Gross immorality (*Immoral, indecent or disgraceful conduct*)

**5.3.13** Misappropriation, Embezzlement or Fraud involving funds and / or other resources

**5.3.14** Use College premises in any manner that may be deemed to be contrary to generally accepted hostel study bedroom housekeeping rules, or do any act reasonably likely to cause misuse, to include but not limited to:

- a) Co-habitation (*same sex or different sexes*)
- b) Entertaining and / or accommodation of non-students in hostel rooms
- c) Harboursing a student who is not authorised to be on college premises
- d) Use of study bedroom for criminal activities
- e) Use of study business for commercial business activities
- f) Use of study bedroom for political activities

**5.3.15** Forgery (*falsification or imitation of someone's signature with intention of causing one to act, includes unauthorized use of College letterheads or date stamp*)

**5.3.16** Unauthorised disclosure of confidential information to any third party relating to Blackfordby College, staff, students and business associates without the express written permission of the Vice Principal.

**5.3.17** Display violence by words or act towards any member of the College, whether academic or administrative staff, or student, or a guest of the College, or any visitor to the College, or in any way intimidating or obstructing the free movement of such member, guest or visitor

**5.3.18** Engage in any act, conversation or relationship (romantic, sexual or similar) that may be deemed as ethically inappropriate or unprofessional between a member of staff and student.

**5.3.19** Major breach of examination regulations (refer to Examination Regulations for Students)



# **EXAMINATION REGULATIONS FOR STUDENTS 2024 - 2026**

## **1.0 PREAMBLE**

- 1.1 The regulations set out in this document relate to all invigilated assessments of Blackfordby College of Agriculture.
- 1.2 The Blackfordby College of Agriculture Board of Examiners will handle all matters regarding assessment of students, and its decisions are final.
- 1.3 All examination results are obtainable from the Office of the Principal only, and not from individual examiners.

## **2.0 EXAMINATIONS TIMETABLE**

- 2.1 Official examination and test timetables are posted on College Notice Boards.  
NB: It is the candidates' responsibility to check the timetable themselves and to ensure that they know the correct date, time and venue of each examination.
- 2.2 Misreading a timetable is not an acceptable excuse for missing an examination.
- 2.3 Any queries on the timetable should be directed to the Vice Principal or Principal's Personal Assistant.

## **3.0 EXAMINATION MATERIALS**

- 3.1 Answer book and graph paper (where required) will be provided.
- 3.2 Candidates must bring their own pens, pencils, rulers, rubbers etc. No stationery may be borrowed during the examination.
- 3.3 Candidates must not use red ink.
- 3.4 Only standard, non-programmable scientific calculators may be used.
- 3.5 Candidates must not bring to the examination room any unauthorized materials. Bags, briefcases, parcels, cellphones etc. must not be brought into the examination venue or left in the vicinity of the venue. The College is not accountable for any items left outside the examination venue.

## **4.0 CONDUCT OF EXAMINATIONS**

### **4.1 Admission into Examination Halls**

- 4.1.1 Candidates must arrive at the examination centre thirty (30) minutes prior to the commencement of the examination.

- 4.1.2. A candidate will not be admitted into the examination room later than thirty (30) minutes after the commencement of an examination. Any candidate who arrives late (within the first thirty (30) minutes of the examination) may start the examination only with the approval of the Chief Invigilator(or his / her designated agent) but will not be given extra time.
- 4.1.2 No candidate shall be allowed to leave the examination room earlier than thirty (30) minutes after the commencement of an examination session.
- 4.1.3 Candidates are not permitted to start writing anything until authorised to do so. This includes writing student numbers or question numbers because sufficient time will be availed to do so before the commencement of the examination.
- 4.2 **Examination Attendance Register**  
Each candidate must sign the examination attendance register.
- 4.3 **Examination Answer Scripts**  
Candidates must fill in their officially assigned candidate numbers on the front cover of the examination answer scripts. Candidates should not write their names on the examination answer scripts.
- 4.4 Smoking, eating and / or drinking is not permitted in the examination room.
- 4.5 Wearing a cap or a wide-brimmed hat during examinations is prohibited.
- 4.6 Upon entry into the examination room, all forms of communication between candidates shall cease. During the course of the examination there shall be no communication of any nature whatsoever between students.
- 4.7 No candidate shall assist or attempt to assist another candidate, or obtain help, or attempt to obtain help from another candidate with regards to any information during the course of the examination.
- 4.8 Writing on any paper other than that provided for examination purposes is strictly prohibited.
- 4.9 Rough work shall be done in the examination answer script and then crossed out. No pages shall be removed from the examination answer script.
- 4.10 **Leaving the examination room**
  - 4.10.1 Any candidate who wishes to leave the room may do so only with the permission of the Invigilator.
  - 4.10.2 No candidate may be allowed to leave the examination room during the last fifteen (15) minutes of the examination.

- 4.11 Candidates shall not take used or unused answer books as well as question papers from the examination room.
- 4.12 When the Invigilator announces that the time has expired, all candidates shall stop writing immediately.
- 4.13 At the end of the examination candidates must tie together, with the string provided, their answer books and all supplementary work. All candidates must remain seated until their papers are collected by the Invigilators and permission given to leave the examination room.

## **5.0 FAILURE TO ATTEND EXAMINATIONS**

- 5.1 Any candidate who fails to attend an examination must notify the Vice Principal or Principal's Personal Assistant without delay with explanations in writing. The fate of the candidate with regards to the missed examination(s) will be decided upon by the Board of Examiners.
- 5.2 When the absence is due to illness, a certificate from a Medical Practitioner registered in terms of the Health Professions Act must be submitted, together with the student's written report within three (3) days of the missed examination date. College will not accept any excuses for absence which are not properly substantiated and authenticated.

***Please note:*** No special examinations will be granted to candidates who fail to write examinations for any reason. Candidates who miss examinations for reasons approved by the Board of Examiners will take the examinations when next offered using their valid coursework.

## **6.0 EXAMINATION MISCONDUCT AND PENALTIES SCHEDULE**

Any suspected breaches of examination regulations may result in a misconduct / malpractice investigation. The following criteria inform the level of penalty imposed on a candidate. The criteria are not exhaustive but provide a benchmark against which individual cases may be considered.

### **6.1 Minor breach of the regulations which does not affect the integrity of the examination, but interferes with the normal running of the examinations**

- 6.1.1 Making noise in an examination room before writing begins.
- 6.1.2 Tearing out pages from answer booklet.
- 6.1.3 Unauthorised materials in possession during the examinations which do not give candidate an advantage over other candidates.
- 6.1.4 Any other action deemed to interfere with normal running of examinations.

***Penalty:*** *Written warning and nullification of results for that particular Examination / Paper.*



## **6.2 Major breach of the regulations which affects the integrity of the examination**

- 6.2.1 Unauthorized materials found on the candidate during an examination which would have given candidate an advantage over other candidates or with potential to do so.
- 6.2.2 Unauthorized device such as a listening or recording device found on the candidate during an examination. e.g. mobile phone, ipad, laptop etc.
- 6.2.3 Severe disruptive behaviour during an examination.
- 6.2.4 Security breach of an examination paper with evidence that student has accessed secured examination materials prior to writing.
- 6.2.5 Concealing evidence of misconduct by refusal to handover suspected unauthorized materials or device when asked to do so.
- 6.2.6 Sharing information in any form / way or attempting to do so during an examination.
- 6.2.7 Any other action deemed to be a major breach of examination regulations.

**Penalty:** *If any candidate is found guilty of a gross misconduct during the examination, he / she may be disqualified not only in that paper and subject, but in all other examinations for that particular session, and further disciplinary action (e.g. suspension or expulsion) may be taken by the College.*



## STUDENT CODE OF CONDUCT 2024 – 2026

### **DECLARATION FORM**

I, .....of  
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*(Name and address of student)*

do hereby acknowledge and accept that for as long as I am a student at Blackfordby College of Agriculture (hereinafter referred to as "the College") I am bound by all rules and regulations promulgated by the College or any person for and on behalf of the College and confirm that I will adhere to all such rules and regulations. Without prejudice to the generality thereof I specifically acknowledge and accept that the Principal of the College or any person duly authorised by him shall have the undermentioned powers which he may exercise in respect of me in the event that I am found by the Principal or somebody duly authorised by him to have committed any offence against any rule or regulation or to have been ill-disciplined in any way whatsoever, in his entire and unfettered discretion and the exercise of such powers and any decision made by him in terms hereof shall be accepted by me as final and binding.

The Principal or his duly appointed agent may:

1. Impose a fine upon me or order me to pay to the College the amount of any financial loss caused by me to the College. I acknowledge that such an order may be made upon me and other persons who have been found by the Principal to have caused the loss where specific identity cannot be established. I acknowledge further that any damage caused to any study bedroom, which I have utilised, shall be deemed to have been caused by me unless the contrary is proved  
AND / OR
2. Suspend me from college premises for a duration deemed appropriate  
AND / OR
3. Dismiss me without notice from the College, which I acknowledge will mean that I will not be entitled to write any examinations subsequent to my dismissal, or receive reimbursement of any amounts which I have paid.

DATE .....

SIGNATURE.....