



P.O. Box 3457 Manzini Swaziland
Tel +268 5056827
Fax +268 5056827
Email info@globaluniversity.co
Website www.globaluniversity.co
Administrator 0026876570216
Emergencies 0026876057533

GUC STUDENT CODE OF CONDUCT

1.1 PREAMBLE

Global University College is mandated by law and by the community it serves to provide an educational environment that demonstrates professionalism and academic currency, that values diversity, and that respects the processes and traditions of learning.

The terms of this mandate are prescribed by:

- the founding documents of the College;
- the laws to which the College is subject;
- the affiliation agreements that govern the provision of academic programs at GUC.

Central to these documents and the processes that created them is an *implicit* assumption about the maturity and appropriate personal conduct of all students studying at the College. This code of conduct is designed to provide an *explicit* definition of the minimal standards of personal conduct that the College expects of all its students including those who are distance students. It represents, for the College, a benchmark of expectations regarding students, and defines the boundaries within which a rewarding and mutually supportive learning environment can be created. College assumes that all students attending the College in all programs – full- time and part-time – are adult learners who have accepted the principle that they share, with the College, responsibility for creating and maintaining a respectful and productive learning environment.

Appropriate student conduct can be defined by describing behaviours that demonstrate its presence and then, conversely, by defining activities that clearly demonstrate its absence. Student conduct will be demonstrated in four distinct areas of activity:

- classroom conduct
- conduct relating to academic performance
- relationships with students outside of the classroom
- relationships with faculty and staff outside of the classroom

The expectations of the College with relation to each of these areas will be described in detail in this document.

1.2 Adherence to Policies

Students are expected to:

- Familiarize themselves with the College policies relevant to them;
- Adhere to those policies to the best of their ability and assist and encourage fellow students to adhere to the policies;
- Draw perceived problems with the policies to the attention of their Student Association, which will take concerns to the Office of the Student Affairs Officer for addressing.
- Familiarize themselves with and adhere to the relevant provisions of the laws of the country as some behaviours can contravene not only college laws but statutory laws.

2.1 SPECIFIC REGULATIONS

2.2 ALCOHOL AND DRUGS

- **All GUC** students are expected to comply with national and laws relating to the use of drugs and alcohol. The College will not tolerate conduct which disrupts the campus and the academic environment.
- The College values its relationship with the community and recognizes the right of its neighbors to be secure from abusive conduct caused by illegal use and/or irresponsible use of drugs and alcohol on and off campus. With this in mind, GUC has established a clear, concise policy relating to the illegal use of alcohol and drugs.
- The use, possession, sale, or distribution of any controlled substance, the use, sale, possession, or distribution of alcohol by anyone under the age of 21, and the

unauthorized possession of any central alcohol source by students on campus or in the course of College activities are prohibited.

- The possession and/or use of narcotics and other controlled substances, commonly referred to as illegal drugs, is prohibited on campus. Use or possession of illegal drugs (controlled substances) on the GUC premises or during working hours, including break or meal periods, or working under the influence of illegal drugs, is strictly prohibited.

2.1.1 Minimum Sanctions for Alcohol and Drug Violations

The College has established *minimum* sanctions for the first, second, and third offenses of its alcohol and drugs policy. In order to maintain consistency, hearing bodies are not permitted to deviate from these minimum sanctions, but *higher* sanctions can be imposed if deemed appropriate.

	First Offense Minimum Sanctions	Second Offense Minimum Sanctions	Third Offense Minimum Sanctions
2.1.2 Alcohol Possession/ Consumption	<ul style="list-style-type: none"> • DisciplinaryWarning 	<ul style="list-style-type: none"> • Suspension (6months) 	<ul style="list-style-type: none"> • Expulsion
2.1.3 Alcohol Intoxication	<ul style="list-style-type: none"> • DisciplinaryWarning 	<ul style="list-style-type: none"> • Suspension (6months) 	<ul style="list-style-type: none"> • Expulsion
2.1.4 Drinking Games	<ul style="list-style-type: none"> • DisciplinaryWarning 	<ul style="list-style-type: none"> • Suspension (6months) 	<ul style="list-style-type: none"> • Expulsion
2.1.5 Drug Possession	<ul style="list-style-type: none"> • Suspension (12 months) 	<ul style="list-style-type: none"> • Suspension (12 months) 	<ul style="list-style-type: none"> • Expulsion
2.1.6 Drug Sale	<ul style="list-style-type: none"> • Suspension (18 months) 	<ul style="list-style-type: none"> • DisciplinaryExpulsion 	

2.2 ASSAULT AND HARASSMENT

- Violations resulting in minor or serious physical injury, or general physical injury resulting from the use of any body part or a deadly weapon or dangerous instrument, shall be considered offenses of sufficient gravity to warrant immediate suspension of a student prior to a hearing.
- When the College is notified of student misconduct in regards to disorderly/disruptive conduct or acts of violence off campus, it may also choose to hold the student accountable through the campus disciplinary process.
- Assault, physical abuse, causing physical injury or bodily harm, or other forms of physical contact which threaten or endanger the health, well-being, or safety of any person or which intentionally inflicts psychological or bodily harm upon any person (“any person” as used in this section may include one’s self) are prohibited.
- Physical/Verbal Harassment & Bullying: Verbal abuse, threats, physical harassment, intimidation, bullying, stalking, coercion (whether written or oral), physical conduct which threatens or endangers the health, well-being, or safety of any person, or that intentionally inflicts psychological or bodily harm upon any person is prohibited.
- Utterance of scurrilous, obscene or derogatory language or words towards any person while on campus is extremely prohibited.
- Physical or verbal fighting of any nature with any person whether fellow student or staff member is extremely prohibited. A student who gets involved in a physical fight regardless of the grounds of the fight shall be immediately be suspended pending a disciplinary hearing.

2.21 Range of Sanction for Assault and Harassment

	First Offense Minimum Sanctions	Second Offense Minimum Sanctions	Third Offense Minimum Sanctions
2.2.2 Verbal Harassment	<ul style="list-style-type: none"> • Disciplinary Warning 	<ul style="list-style-type: none"> • Suspension (3 months) 	<ul style="list-style-type: none"> • Suspension (18 months)
2.2.3 Use of obscene/ scurrilous utterances	<ul style="list-style-type: none"> • Disciplinary Warning 	<ul style="list-style-type: none"> • Suspension (12 months) 	<ul style="list-style-type: none"> • Expulsion
2.2.4 Assault of fellow student	<ul style="list-style-type: none"> • Disciplinary Warning 	<ul style="list-style-type: none"> • Suspension (6 months) 	<ul style="list-style-type: none"> • Expulsion
2.2.5 Assaulting of a staff member	<ul style="list-style-type: none"> • Suspension (6 months) 	<ul style="list-style-type: none"> • Expulsion 	

2.3 FIREARMS, KNIVES, AND DANGEROUS WEAPONS

- Violations that result in serious physical injury, or injury resulting from the use of a deadly weapon or dangerous instrument, shall be considered offenses of sufficient gravity to warrant immediate suspension of a student prior to a student disciplinary hearing.
- Firearms, ammunition, knives, and dangerous weapons are not allowed at GUC at any time unless given written permission by the college principal. Students who are members of the armed forces are usually not expected to attend classes while on duty. Classes attended off duty must be done without the possession of firearms.

- Firearms include, but are not limited to, any pistol, revolver, shotgun, or rifle. Knives and dangerous weapons include, but are not limited to, dart guns, electronic stun gun, gravity knife, switchblade knife, metal knuckle knife, cane sword, metal knuckles, chaka sticks and slingshots.
- Students may apply at University Police for a permit to possess archery tackle on campus. However, arrows are prohibited in all College facilities except for specially designated areas (i.e. archery ranges). No more than two pocket knives, not exceeding a three-inch blade, are permitted; however, pocket knives may be confiscated by authorities as deemed necessary.
- The College also considers air guns, paintball guns, B-B guns, and sling shots to be dangerous, and they are prohibited.
- In compliance with this law, University Police will not accept requests to safe-keep or hold firearms, ammunition, knives, or dangerous weapons belonging to any individuals, offices, or agencies of this institution.

2.3.1 Range of Sanctions: Disciplinary Probation to Disciplinary Suspension

. Offenders will be subject to campus disciplinary action and/or criminal prosecution and liable to civil prosecution. Disciplinary Expulsion is the most likely outcome locally.

2.4 DEMONSTRATIONS AND PUBLIC GATHERINGS

1. If the College is to succeed in its pursuit of truth and dissemination of knowledge in an atmosphere where freedom of inquiry flourishes, the College must provide an institutional framework that encourages debate and freedom of intellectual endeavor without fear of consequences.
2. The administration, faculty, and students of the college have the right of dissent and demonstration provided that they do not violate the freedom of speech, choice, assembly, or movement of other individuals or groups.
3. At GUC demonstration is a public assemblage of person or persons exhibiting sympathy with or opposition to some social condition or decision relevant to the college. Such persons must be identifiable as current students and or staff of the college in order to take part in an authorized demonstration.
4. No demonstration shall be authorized before parties engage in active dialogue to resolve

issues in question.

5. A party who refuses to engage in dialogue to resolve the issues at hand forfeits their right to demonstrate about the same issues.
6. A demonstration is a planned event and it is only considered as authorized if an official signed notice to demonstrate is placed in writing to the highest administrative office of college in not less than 72hrs of the proposed demonstration.
7. The 72hr notice period is essential to ensure parties are sure whether or not a demonstration is necessary as demonstration often become disorderly and disruptive to normal operations of the college.
8. The notice of Demonstration should clearly indicate the purpose of the demonstration, the time span of the demonstration, the expected turn out of the demonstrators and the responsible parties leading the demonstration.
9. A demonstration will be authorized when the head of the college or their appointed representative issue out a written response to the notice of demonstration acknowledging the intended demonstration. Where a notice of demonstration has been placed. The head of the college or their representative should respond to the notice within 48hrs of receiving the notice.
10. Where a demonstration notice has been declined, the registered students planning the demonstration must seek audience with the head of the institution to discuss why the demonstration was declined.
11. Students who are still dissatisfied with the reason for the declining of the demonstration may challenge the decision through national court structures of Eswatini. Prior to any court order, the demonstration will remain unauthorized and therefore illegal.
12. In the case of student demonstration, only fully registered and current semester students are permitted to participate in an authorized demonstration.
13. Any persons who are not registered with college are considered strangers to the college and cannot be allowed to take part in any demonstration at the college. A demonstration which involves unregistered students, external parties and unknown individuals to the college automatically becomes an illegal demonstration.
14. Any demands made on an illegal demonstration are not binding to the college or its stakeholders. It is therefore imperative that the planners of the demonstration follow the correct requirements of giving notice of an imminent demonstration.

15. Demonstrations are to be confined to public areas of campus facilities and may be limited by time, place, and manner as to not disrupt classes, the residential environment, or the overall educational mission of the College.
16. Students who wish to conduct demonstrations need to notify the college administration through the office of student affairs.
17. All unauthorized demonstrations by any one from the student community are deemed contrary to the regulations of the institution and therefore prohibited.
18. When students engage in unauthorized demonstration the college will immediately alert national authorities to prevent possible criminal activities which may ensue.
19. During authorized demonstration:
 - a) Prohibiting access and/or egress from buildings and campus paths, streets, and roads will not be permitted.
 - b) Obstructing or interfering with College functions or any College-related activity is not permitted.
 - c) Any conduct (to include but not limited to inciting riotous behavior) which involves disturbing the peace or interfering with the educational mission of the College and/or the community around the college is not permitted.
 - d) Littering constitutes the throwing, dumping, or depositing of trash or refuse of any kind. This destroys the campus environment as well as detracts from its appearance. Violators will be subject to campus disciplinary action and/or civil action.
 - e) Noise and any form of sounds that disturb the functionality of the college will not be permitted.

2.4.1 Range of Sanction for Demonstration Misconducts

	First Offense Minimum Sanctions	Second Offense Minimum Sanctions	Third Offense Minimum Sanctions
2.4.2 Participating in an unauthorized demonstration	<ul style="list-style-type: none"> • Disciplinary Warning 	<ul style="list-style-type: none"> • Suspension (6 months) 	<ul style="list-style-type: none"> • Suspension (18 months)

2.4.3 Planning and Leading an unauthorized demonstration	<ul style="list-style-type: none"> • Suspension(6months) 	<ul style="list-style-type: none"> • Suspension (12 months) 	<ul style="list-style-type: none"> • Expulsion
2.4.4 Vandalizing Property During any demonstration	<ul style="list-style-type: none"> • Expulsion, criminal and or civil law suit 		
2.4.5 Assaulting of fellow students and/or staff members during demonstration	<ul style="list-style-type: none"> • Expulsion, criminal and or civil law suit 		
2.4.6 Obstructing or interfering with College functions	<ul style="list-style-type: none"> • Suspension (6months) 	<ul style="list-style-type: none"> • Suspension (12 months) 	<ul style="list-style-type: none"> • Expulsion
2.4.7 Littering the college premises during demonstrations	<ul style="list-style-type: none"> • Disciplinary Warning 	<ul style="list-style-type: none"> • Suspension (6 months) 	<ul style="list-style-type: none"> • Expulsion

2.5 THEFT & POSSESSION OF STOLEN PROPERTY

- Violations of this regulation may include possession of municipal road signs, traffic cones, construction lights, construction signs, street signs; theft of College equipment (including residence hall furniture or lounge and common area furniture on campus) or campus services (residential room use, cable, laundry, food, meals, vending machines, computer, software, telephone service); tampering with College equipment; possession or use of another person's room key; and removal of College furniture and equipment without written authorization from the College; and any behavior that constitutes a violation of theft or possession of stolen property under state laws.
- Please note that some students have been charged with a violation of this regulation as a result of being in possession of stolen property and not having a traceable bill of sale of the item purchased. Students need to be careful when purchasing an item from a person not known to them, as they may be selling stolen property. If another person sells an item to you, you need to get their name, address, and phone number when you accept the purchase. Students charged with a violation of this regulation can also be charged criminally and be subject to court fines and possible incarceration.
- Taking and/or stealing property other than one's own, or failing to return another's property is theft and is prohibited.
- Theft of services, use of another's PIN or student ID is also prohibited.
- Possession of property (considered here as stolen) is prohibited.

Range of Sanctions: Disciplinary Warning to Disciplinary Expulsion

2.6 COMPUTER MISUSE AND FRAUD

- College computing accounts are for educational purposes only. Hacking is illegal and prohibited under this policy. “Spamming” and any form of mass e-mailing are considered harassing and a violation of this policy. Using unauthorized scripts that result in “crashing” or damaging a College computer or College community member’s computer is a violation of this policy. Downloading or uploading copyright-protected materials without authorization of the copyright owner is a violation of state law and this policy.
- Computer misuse and fraud: Computer misuse and fraud are prohibited under the College’s Acceptable Usage.
- Guidelines and includes the following: obtaining access to the College computers, software, or terminals without proper authorization from the College; obtaining from or giving a password to another person; or deleting, damaging, altering, or causing destruction to College computer equipment, software, or data without proper authorization from the College. Making unauthorized copies or downloading/uploading copyrighted materials (e.g., software, music, and movies) is not permitted.

Range of Sanctions; Disciplinary Warning to Disciplinary Expulsion

2.7 CLASSROOM CONDUCT

2.7.1 Attendance

Students should attend all classes. The College recognizes that, as adult learners, students will make individual decisions regarding attending classes. The College expects that students understand and accept that there may be consequences resulting from their decision not to attend.

- It is the student's responsibility to attend all classes according to the scheduled timetables.
- An attendance register shall be marked by the responsible lecturer for every scheduled class.
- A student who misses more than three lecture session for a specific module in a semester regardless of the reasons will be required to pay an absenteeism fine, to be eligible for examination registration.
- It is the responsibility of the student to make the ground lost during the period of absence.
- A student who misses more than four lectures of a specific module per semester will not be eligible for the examination.
- Lecturers are expected to attend every scheduled and where students take note of an absenteeism, this should be reported to the HOD or administration as soon as possible.

2.7.2 Participation and Conduct

Students are expected to:

- Arrive at each class on time. If for any reason they are late in arriving, they should enter with minimal disruption. If it is necessary to leave the class early, they should leave unobtrusively;
- Participate co-operatively in classroom activities;
- Bring any concerns about any class situation or about the course to the attention

of the faculty in a timely manner, and in an atmosphere that is non-confrontational and respectful of issues of confidentiality.

- Specifically, students should avoid repeated in- class interruptions that disrupt the progress of learning;
- Comply with College regulations regarding prohibition of food and drink in the classroom;
- Not be impaired by either drugs or alcohol before or during classes held on or off campus.

2.7.3 Audio taping, Photography and Videotaping

Generally, audio and video taping any classroom activity is not permitted and students may only audiotape their class under the following conditions:

- They must first ask the faculty for permission to audiotape, and permission will not be unreasonably withheld.
- All members of the class must know the class is being taped;
- The individual student will only use the tape of class for academic purposes;
- The right to privacy of the faculty and the members of the class will be respected;
- Students are not permitted to photograph or videotape except with prior permission from faculty and the entire class. This includes using cell phones for these purposes.
- Due to privacy laws, it is a violation to post audio, video or photographs of faculty, fellow students, clients, and staff in the lab, classmates, or community members on any social network without written permission from the office of the Registrar.

2.8 ACADEMIC INTEGRITY

- GUC believes that the development of self-discipline and acceptable standards of academic integrity are fundamental aspects of the learning process. Individuals and groups must uphold the values of academic integrity - fairness, honesty, trust, respect and responsibility.
- All members of the college community must be committed to academic honesty including college staff and students. Breaches of academic integrity are considered a serious offence and disciplinary action will be taken in response to acts of

academic dishonesty.

2.8.1 Offences Warranting Disciplinary Action

The following offences are considered to be acts of academic dishonesty warranting disciplinary action:

Fabrication

- Improper Research Practice
- Academic research includes the collection, analysis, interpretation and publication of information or data obtained in the scientific laboratory or in the field.
- Forms of improper research practice include but are not limited to:
 - Dishonest reporting of investigative results, either through fabrication or falsification;
 - Taking or using the research results of others without permission or due acknowledgement;
 - Misrepresentation or selective reporting of research results or the methods used.

Cheating

- The use or possession of an unauthorized aid or aids or use of unauthorized assistance in any academic examination or term test or in connection with any other form of academic work (e.g. cheating during a test or an examination or theft of an examination);
- A student who has been caught in the act of examination fraud will immediately be required to leave the examination room and the premises.
- Evidence of the cheating will be confiscated and kept as exhibit during disciplinary hearing.
- A student who is found guilty of any form of cheating of examinations earns an automatic fail in the concerned subjects and additional penalties in line with the regulations will ensue thereafter.
- This also includes collaborating when faculty's instruction was to work independently.

Forging or Falsification of Documents

- Forging, altering, or in any other way falsifying any document or evidence required for admission to the College, or circulating or making use of any such forged, altered, or falsified document, whether the record be in print or electronic form; forging a document or the permission. Signature on a document such as a doctor's note, letter of recommendation etc is prohibited.

Impersonation

- The impersonation of, or the act of having another person impersonate, another student at any academic examination or term test or in connection with any other form of academic work is strictly prohibited

Plagiarism

Plagiarism is defined as: a direct quotation, paraphrasing or expressing an idea that was articulated by someone else from a text or paper without identification as to source, submission of a work as one's own when it has been prepared by someone else, and will cover all of the following:

- Contraction for assignments or submission of reports that are not the work of the student;
- Not giving credit for work that was done in collaboration;
- The submission, without the knowledge and approval of the faculty to whom it is submitted, of any academic work for which credit has previously been obtained or is being sought in another course or program of study in the College or elsewhere;
- The submission for credit of any academic work containing a purported statement of fact or reference to a source that has been concocted;
- Engaging in any form of cheating, academic dishonesty or misconduct, fraud or

misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

Range of Sanctions; Disciplinary Warning, Repeating the concerned modules to Disciplinary Expulsion

3.1 Notification of Disciplinary Charges

- Students charged with a violation of College regulations shall be notified in writing of the charge(s) imposed, the range of sanctions related to the charge(s) applicable, and the date and time scheduled for the hearing. Students should be informed about the charges in not less than 24hrs prior to the hearing in order for the student to ready themselves. Students can be charged with a violation of College regulations while not enrolled in classes.
- Students academically dismissed or inactive must answer to the charge imposed prior to returning to the College as an enrolled student. The onus to discuss the procedures of a disciplinary hearing with rests with the charged students and assistance must be sought from the Student Affairs Officer.

Composition of the Student Disciplinary Committee

All student disciplinary matters are considered internal issues of the college and shall be closed to the public. There shall be a Student Disciplinary Committee which shall consist of the following members appointed by the Principal:

- a) A senior figure usually from outside the organization, who shall be chairperson. In specific cases the Principal chair the activities of a disciplinary committee. The first chairperson may however not chair an appeal by the same student for the same matter.
- b) Two (2) members of the academic staff; usually the HOD of Department concerned and Quality Assurance Head.
- c) The Registrar

- d) The Student Affairs Officer
- e) Two students nominated by the Students' Union; and

Four members of the Student Disciplinary Committee shall form a quorum.

- 1) All matters to be decided at any meeting of the Student Disciplinary Committee shall be decided by a simple majority and, in the event of an equality of votes, the chairman or person presiding shall vote only if the members are equally divided on the matter.
- 2) The functions of the Student Disciplinary Committee shall be to investigate any breach of a statute, regulation or ordinance or other misconduct on the part of any student, to recommend to the Principal the punishment to be imposed on the student if it finds him guilty of such misconduct.
- 3) To initiate the proceeding the college's legal representative or any such person appointed by the college shall indict the case and present the college's arguments concerning the student indiscipline.
- 4) Where the Student Disciplinary Committee has found a student guilty of misconduct referred to in subsection , the Committee shall recommend to the Principal the imposition upon the student of any one or more of the following punishments –
 - a) Expulsion or suspension from the college;
 - b) The withdrawal of any academic or University privilege, benefit, right or facility other than to follow courses of instruction and present himself for examination
 - c) the imposition of a fine not exceeding level four, which fine may be deducted from any allowances payable to the student and shall be paid to the college;
 - d) A censure or reprimand;
 - e) Such other penalty as may be provided for by or in terms of the Statutes.

3.2 Rights of Students Accused of Violating College Regulations

Students charged with one or more violations of College Regulations (i.e. “Respondents”) have a right to:

1. Receive a written statement of initial charges.
2. Reasonable time to prepare for the hearing.
3. Be present at the hearing during the presentation of any matters on which a decision may be based.
4. Present a written statement of their version of events regard what would have transpired.
5. Present an explanation of their situation/circumstances at the hearing and ask individuals to present information on their behalf. However, should students fail to appear at the scheduled time and place, the hearing will be held in their absence.
6. Be accompanied by another member (defined as a registered student, faculty, or staff member) of the campus community to serve as “hearing adviser.” A hearing adviser is permitted to advise the student charged in the organization of their thoughts and presentation of materials and can advise the student directly in the hearing. Hearing advisers may not respond to any questions for the accused. Hearing advisers may be present at hearings only.

3.6.1. Student Disciplinary hearings are an internal matter and therefore the student is not permitted to bring any external representation such as a lawyer or any other member who is not part of the internal set up of the college. A student is only allowed to bring external representation on appeal to the decision of Expulsion. As a result the college reserves the right to invite, guardians to any kind of student disciplinary hearing.

7. Ask questions of the hearing board/officer and of any witnesses.
8. Present a summary statement at the close of the hearing.
9. A written report of the results and findings of the hearing within four (7) business days of the hearing.
10. Appeal the decision of the hearing board or administrative hearing officer.

3.3 Attendance for the hearing

- A student who has been charged is compelled to attend the disciplinary hearing.
- The respondent may request a 48 hour delay of their hearing to provide them with additional time to organize their thoughts and materials, and/or to contact witnesses who may be able to speak on their behalf.
- It should be noted that only *witnesses of fact* are permitted to appear at disciplinary hearings, although students may choose to submit letters of character reference.
- If the student fails to appear at their hearing, all charges can be considered true and accurate, and a decision rendered in their absence.

3.4 Order of Business for Disciplinary Hearings

Unless otherwise determined by the chair of the Student Disciplinary Committee hearing panel or the administrative hearing officer, hearings will generally follow the order described below.

- a) Hearing officer/panel introduce themselves and ask all present to do the same.

b) The hearing officer/chair briefly reviews the hearing procedures as outlined here.

c) The charges are read by the hearing officer/chair.

d) The complainant may first present his/her testimony. The hearing officer/panel may question the complainant at any point during this presentation. The respondent will have the opportunity to question the complainant after this testimony is finished. If the complainant does not present his/her testimony, or if the College is the complainant, the hearing officer or hearing panel chair may read a summary of the alleged event(s).

e) When the complainant has finished, the complainant's witnesses will each present testimony, with the hearing officer/panel permitted to ask questions as in step (d) above.

f) When the complainant has produced the evidence he/she wishes to present, the respondent will be given the opportunity to present his/her testimony and witnesses' testimony as in (d) and (e) above. Again, both the hearing officer/hearing panel and complainant will be permitted to question the respondent and his/her witnesses. Character witnesses are not permitted at any disciplinary hearing. Respondents may elect to submit written character references for the hearing panel/hearing officer to review as a part of their deliberations.

g) When the respondent has produced the evidence he/she wishes to present, the hearing officer/panel may ask further questions of either party or recall witnesses. The hearing officer/panel may call brief recesses at any time to discuss the proceedings, and may ask further questions upon return from any such recess.

h) The hearing officer/chair may also call witnesses, including expert witnesses from the College staff, to aid the hearing officer/panel in its consideration of the case.

i) When the hearing officer/panel's questions have concluded, the hearing officer/chair should inform the respondent that a written decision will be emailed to him/her. The hearing will then be adjourned. In the event of a Student Conduct Committee hearing, the members of the panel will then meet in executive session to deliberate and to render a decision.

3.5 Basis for Findings: Standard of Evidence

- The standard or basis for findings refers to the criterion or measure of proof that is used to assess if a student is responsible or not for violating the student code of contact.
- The basis for findings used during any judicial proceeding is a majority of the evidence. A majority of the evidence means that the hearing panel/officer found that a level of evidence presented led to more than a 50% finding that a student is in violation of a regulation of these the standards and thus responsible for a code violation.
- An easier way to think about this may be to consider the question, "Is it more likely than not that with the evidence and testimony presented that the student violated college community standards?" If the answer is "Yes," the hearing officer/panel has achieved a preponderance of evidence.

3.6 Types of Sanctions

All disciplinary status levels listed below are subject to special conditions (specific restrictions and/or extra requirements) as deemed appropriate by the hearing body.

1. **Disciplinary Warning:** A Disciplinary Warning is an official notification to the student that his or her behavior has been unacceptable. Any additional misconduct may result in further disciplinary action. Disciplinary Warning is for a specific period of time not to

exceed one calendar year during which further violations of College regulations will result in more serious sanctions.

2. Disciplinary Suspension:

- Suspension prohibits the student from attending GUC and from being present without permission from the Registrar) on College property for the duration of the sanction, which shall not exceed the current semester and up to one full academic year following its effective date.
- *Any person in violation of this provision will be subject to arrest, possible fine, and/or incarceration for criminal trespass.* If required by the sanction, students who have been suspended must petition for re-enrollment through the Registrar's office.

3. Disciplinary Expulsion:

- Expulsion prohibits the student from attending GUC from being present without permission from the Registrar on the property.
- *Any person violating this provision will be subject to arrest, possible fine, and/or incarceration for trespassing.*
- Expulsion will be noted on the student's permanent education record.
- A decision of expulsion terminates the person's status as an enrolled student with no opportunity for reinstatement.
- An expelled student may not enter onto any part of the campus without specific written authorization from the Registrar.
- Students who are expelled from the College will not receive any credit for the classes enrolled in at the time of the infraction.
- An expelled student will not be eligible for any reimbursement of any fees paid prior to the period of termination.

Please note: A record of disciplinary sanctions may impact a student's ability to be a resident assistant, student government officer, orientation leader, judicial board member, etc. or participate in International Study Programs.

4.1 Appeals

- Students may wish to appeal decisions of the Student Committee/administrative hearing officer.
- To initiate an appeal, the student must submit a written appeal within four (4) days of notification of the results of the hearing.
- The College can only accept appeals from the respondent. It cannot accept appeals from third parties (e.g., parents, faculty, staff, and friends).
- A student may only be allowed one opportunity to appeal. This opportunity is only considered if filed within the required time frame.
- All appeals must be submitted in writing to Office of Registrar.
- A three person panel appointed by the Principal will review all appeals where a sanction of suspension or expulsion was imposed.
- Students who have been sanctioned with suspension or expulsion may request for the minutes of the original hearing prior to their submission of an appeal letter.

An appeal must be in writing and its scope shall be limited to the following:

(a) Question of Fact:

- Students may appeal on “questions of fact” by introducing new evidence which would significantly affect the outcome of the case.
- Evidence that comes forward that was not known by the accused shall be considered new evidence.
- Evidence that was withheld by a student shall not constitute a question of fact, nor is it to be considered upon appeal.

(b) Question of Procedure:

- Appeals will be considered on the basis of “questions of procedure” by demonstrating that the procedural guidelines established in this document were breached and that such departure from established procedure significantly affected the outcome of the case.

(c) Severity of Sanction:

- Students may appeal the “severity of sanction” that has been imposed by presenting a statement explaining why they feel the penalty is too severe.

NOTE: Appeals are considered for breach of procedures when the procedure in question directly affects the disciplinary decision rendered. For example, the time of notification of a disciplinary decision could result in a procedural breach but would have had no impact in how the decision was initially rendered by a panel. Thus, no grounds for appeal would be granted. However, if the hearing chair, per se, failed to allow the respondent or complainant to ask questions in the hearing related to the charges imposed, such action may constitute a procedural breach that eventually affected how the panel reached a decision. As a result, a respondent might assert that this type of procedural breach was grounds to submit an appeal.

5.0 Records

A record of all actions by Hearing Officers and the Student Disciplinary Committee are to be compiled and transferred under confidential cover to the Registrar. Disciplinary records will be retained in the officer of the Registrar accordingly;

(a) Records of sanctions of Disciplinary Warning will be kept for seven (7) years past the graduation date of the student (or if they do not graduate, after seven years of non-enrollment at the College).

(b) Records pertaining to suspension, expulsion, interim suspensions, and involuntary withdrawals shall be retained permanently by the College.

(c) If a student discontinues enrollment but has disciplinary charges un-adjudicated, a hold will be placed against the student preventing re-enrollment at the college and a record of the charges/allegations will be kept on file until the pending disciplinary matter has been resolved.

Student disciplinary records will be confidential except to “authorized College personnel” engaged in authorized functions regarding the examination of records. Records of disciplinary proceedings shall remain in the custody of the College. Records may be released to an outside agency only through a signed release from the student or a court order. However this does not prevent the college from declining to recommend the affected student in the case of recommendations requested by third parties.

SUMMARISED REGULATIONS FOR STUDENTS AT GUC

Registration	Regulations
	<p>a) To be a student at Global University College a student must complete the registration process. The registration process is completed by satisfying the conditions of the offer given the student on application.</p> <p>b) Registration is not complete until the appropriate registration fee has been paid in full and a registration form has been fully completed.</p> <p>c) There are three registration code available ie A,B &C. it is the student's responsibility to understand fully the conditions of the code they registered under.</p> <p>d) A student who registers with GUC will be agreeing to all rights and duties stipulated in general academic regulations until the date of completion or interruption of their studies.</p>
Discipline and Conduct	Regulations
	<p>a) GUC is a tertiary institution which enrolls adults who are well above the age of majority. In this regard students are expected to behave as principled adults observing all the statues of the institution.</p> <p>b) The college encourages an open door policy and two way communication. In this regard students can chose to follow set reporting structures regarding their grievances or directly approach any member of administration for assistance. In nearly all academic issues the reporting structure is such that a class selects a Class Representative, the representative takes any issue to either the lecturer or the HOD, the HOD takes the matter if necessary to the Registrar, who in turn resolves the</p>

matter or refers it to the Director of Studies. The Director of Studies in turn resolves the matter or takes it to the Board. It is very rare that an academic matter fails to be resolved beyond the Registrar.

- c) While a code of conduct for students is available within the GUC statutes for verification, the following are some of the expectations regarding discipline;
- d) All students are expected to diligently and faithfully attend all scheduled lectures. Stern penalties are available for students with poor attendance.
- e) Students are expected to respect staff members and fellow students in accordance with the general regulations.
- f) No alcohol shall be brought or consumed in the college premises.
- g) No illegal drugs shall be brought or consumed in the premises.
- h) Being found in possession and/or consuming drugs or alcohol can lead to expulsion after the necessary disciplinary measures are taken.
- i) Students shall not engage in any violent behaviour against anyone while within the premises of the school. This is a serious offense which can lead to expulsion and criminal charges.
- j) Students are prohibited from engaging in any kind of academic fraud including but not limited to; any form of cheating in examinations, hiring others to write assignments, plagiarism, duplicating other students' assignments.
- k) Vandalism of college property is strictly prohibited. This may include unauthorised breaking into classrooms, smearing foreign substances on walls, tearing library books, removing laboratory equipment including computers among many other actions.
- l) Students are prohibited from engaging in romantic relationships with any staff member at GUC while they are still registered at the college. Such relationships reduce the integrity and reputation of the institution and therefore are strictly prohibited.
- m) At any given point a student may be requested to matriculate at GUC. This means that students may be requested to produce the original

	<p>documents supporting their application. If any of the original documents have been misrepresented in any way this shall be deemed as a serious case of academic fraud.</p> <p>n) Students must not engage in ill behaviours such as stealing of any kind. A student who is suspected of having committed such an offense shall answer to the authorities as the case will be immediately made a police case.</p>
Fees	Regulations
	<p>a) Every student at Global University College pays the regulated fees in their specified programme.</p> <p>b) Fees per semester are payable using two available options: 1) In full on or before the first day of the semester OR 2) in instalment where in the required registration and tuition deposit should be paid before the semester commences and regular instalments are paid to settle the tuition balance.</p> <p>c) The stipulated examination fees for every programme are payable in full during the third month (usually) of the semester. Examination fees are not payable in instalments.</p> <p>d) Students who opt to pay tuition fees in instalments shall pay at least the minimum required figure by the 1st day of every month. A student who fails to pay the instalment by within 7 days of the due date shall be addressed by the credit controller.</p> <p>e) A student who is behind with their fees by one instalment shall not be eligible to attend classes and shall therefore be prevented from attending classes.</p> <p>f) Fees are payable at two points only (1) at the accounts office to the responsible accounts officer. (2) At the bank by means of cheque, cash deposit or electronic transfer.</p> <p>g) All payable fees must have been fully settled by the end of the 4th month of the 5 month semester. No student shall be allowed into the examination hall while owing any amount to the college. To avoid inconveniences,</p>

students are advised to request an updated account statement before the end of the fourth month of the semester and settle due amounts in full.

- h) Any money paid as fees should be receipted and the student must receive an official receipt stamped with the college's official date stamp.
- i) It is the student's responsibility to ensure a receipt is issued upon making a payment. The receipt must carry the correct names of the student as well as the correct figure paid.
- j) Students paying through the bank must bring the proof of payment and obtain a physical receipt from the accounts office.
- k) The student must keep all receipts filed safely in case they dispute the balance payable at any later stage.
- l) Fees cannot be handed to any other staff member other than the accounts officers, the student has the responsibility of ensuring fees are paid through the accounts office.
- m) All registration fees are non-refundable. In specific situations Tuition fees paid in advance may be refunded however any refund will be made after administration fees are met.
- n) No refund will be made for any kind of fees if the College has not failed to provide the required service.
- o) All students with external sponsors are required to make payment arrangements in full prior to the semester commencing.
- p) All fees are payable in local currency. Where an international body charges fees in foreign currents these shall be converted and forwarded to the student in local currency.
- q) A student who does not pay examination fees during the stipulated time shall be ineligible for examination registration.
- r) Tuition fees do not include the summarised lecture materials/modules. Training manuals are available at the accounts office for an additional fee of between 60-100 Emalangeneni per module depending on the size of the material. Programmes have on average 5modules per term and hence you are encouraged to budget 400-500 Emalangeneni per semester. Manuals are

	<p>printed and bound on request therefore it is usually advisable to pay for the materials at least five days prior to the day of collection. Such materials remain the intellectual property of GUC and can therefore not be reproduced or sold to others.</p>
<p>Examinations & continuous assessment (CA)</p>	<p>Regulations</p>
	<ul style="list-style-type: none"> a) To be eligible for examinations every student should have paid the required examination fees and registered for the examination. b) The process of registration is not complete if the student has not filled in the examination registration form. c) All examinations shall be subject to both internal and external moderation. d) Each course shall have a continuous assessment comprising of at least 3 assignments and 1 test plus a practical fieldwork where applicable. e) It is a serious offense to submit an assignment after the stipulated due dates. f) A student who has a record of not submitting assignments on time and or not submitting the assignments at all shall not be eligible for examination registration despite being fully paid up. g) Lecturers will scrutinise submitted pieces of work to weed out any materials violating the institution's plagiarism provisions. All work should be properly referenced showing prowess in the ability to carry out academic research to support academic writing. h) Students should be properly reprimanded if found guilty of plagiarism. i) Each student must possess one lever arch file to be used as storage for CA marks.

	<ul style="list-style-type: none"> j) All students must keep records in their student files for submission of a complete CA record at the end of the semester. k) Each student is awarded at most two opportunities to redress a failed assignment. l) Each lecturer will keep a complete CA record for every student in the lecturer's course file. m) Lack of proper record keeping of students' CA marks shall be grounds for disciplinary action. n) In due time (usually 4 weeks before the final examination) The H.O.D shall request the students to submit their CA as well as Lecturer's Course File for moderation Purposes. o) Final internal moderation shall be done by all departmental members and must be completed at least two weeks before final examinations. p) All learners must be aware of their weighted CA marks before writing any final examination paper for the semester. q) The ratio of examinations to CA is 40:60, however this maybe changed from time to time. r) All examination results must have been published within 8 weeks of sitting the examinations. s) All published results must carry the logo of the Institute and must originate only from the Examination office. Results will be published through the student electronic learning facility as well as the publication notice boards. t) All results will be published without alteration. u) The transcripts shall be made available to learners simultaneously as the result is being published.
Absenteeism	Regulations
	<ul style="list-style-type: none"> a) Attendance is a critical part of learning at GUC. b) It is the student's responsibility to attend all classes according to the scheduled timetables.

- c) An attendance register shall be marked by the responsible lecturer for every scheduled class.
- d) A student who misses more than three lecture session for a specific module in a semester regardless of the reasons will be required to pay an absenteeism fine of not less than E300 up to E500, to be eligible for examination registration.
- e) It is the responsibility of the student to make the ground lost during the period of absence.
- f) A student who misses more than four lectures of a specific module per semester will not be eligible for the examination.
- g) Lecturers are expected to attend every scheduled and where students take note of an absenteeism, this should be reported to the HOD or administration as soon as possible.