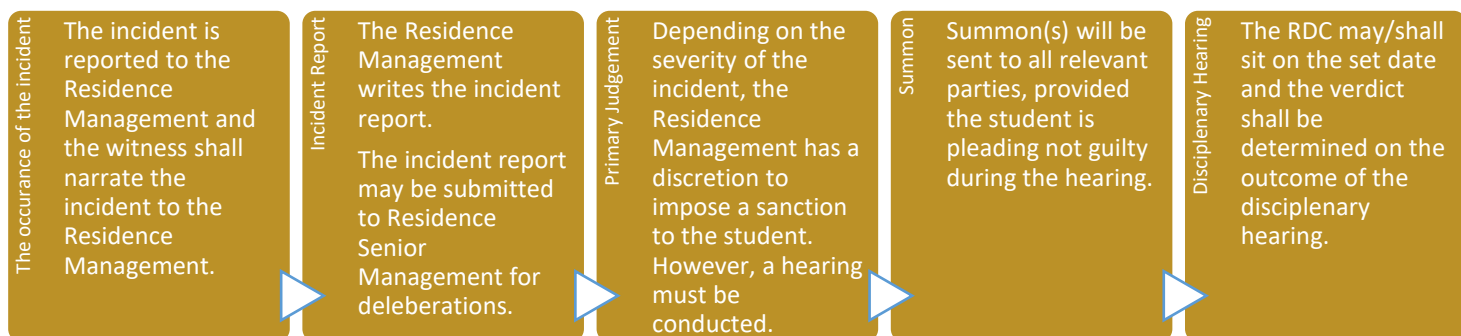




RESIDENCE DISCIPLINARY PROCEDURE

The Residence Disciplinary Procedure is a tool, which is used to maintain discipline in the residence space. Students are expected to abide to the set-out procedures together with the Cecil Complex Residence Policy.

Below is an outline of what one does when they need to report an incident:



DISCIPLINARY CONTRAVENTIONS AND ACCOMPANYING FINES OR REMEDIAL ACTION:

All transgressors should be informed in writing of the misconduct and the degree of seriousness of contraventions.

Disciplinary contraventions are divided into three main categories:

The following are the categories identified:

- 1.1 **Level 1:** less serious misconducts, for example, noise, roommate fight, etc.
- 1.2 **Level 2:** misconducts that are more serious, for example, bringing/consuming alcohol in the residence, social media misconduct, slander words to another person, etc.
- 1.3 **Level 3:** serious contraventions misconducts for example violence, smoking dagga, squatting, and threatening behaviour, etc.

The above is also linked to the number of times a transgression take place.

After being found guilty of any two level 1 transgressions the next level 1 transgression will be treated as a level 2 transgression.

After being found guilty of any two level 2 transgressions the next level 2 will be treated as level 3 transgression.

2. CONTRAVENTION AND ACCOMPANYING FINES-GENERAL RULES FOR ALL STUDENTS

2.1 Level 1 contraventions:

All level 1 contraventions will be dealt with through community service of minimum of 8 hours and maximum of 20 hours for a period of 7 days.

CONTRAVENTION	COMMUNITY HOURS/ PENANCE
Noise- Radio too loud, Banging of Doors during and after hours, shouting out of windows, corridors during day and night, Singing in the residence space.	Min Hours 8 Max 20 Hours
Refusing to vacate the room during holidays.	Min Hours 8 Max 20 Hours
Indecent behaviour in public places.	Min Hours 8 Max 20 Hours
Sticking notices, posters, adverts on walls, windows, mirrors, or glass surfaces or in corridors or front doors.	Min Hours 8 Max 20 Hours
Throwing anything out of windows.	Min Hours 8 Max 20 Hours
Sweeping litter/dirt into corridors.	Min Hours 8 Max 20 Hours
Littering or throwing of cigarette butts in gardens or anywhere that is not an ashtray or dustbin.	Min Hours 8 Max 20 Hours
Sleepwear outside the residences.	Min Hours 8 Max 20 Hours
Hanging clothes or other items over balconies or out of windows.	Min Hours 8 Max 20 Hours
Preparing food in rooms and cooking food with microwave.	Min Hours 8 Max 20 Hours
Unauthorised electrical equipment e.g. Hotplate, frying pan.	Min Hours 8 Max 20 Hours
Sticking posters on room walls.	Min Hours 8 Max 20 Hours
Not attending house meeting.	Min Hours 8 Max 20 Hours
Not attending corridor meeting.	Min Hours 8 Max 20 Hours
Leaving clothes lying in the laundry	Min Hours 8 Max 20 Hours
Prohibited items in the washing machine or tumble-dryer e.g. sneakers, bags, belts, and carpets.	Min ours 8 Max 20 Hours
Not adhering to visitation times.	Min Hours 8 Max 20 Hours
Smoking in restricted areas e.g., room, balcony, and public residence areas.	Min Hours 8 Max 20 Hours
Leaving dirty dishes, cups, and cutlery in the sink.	Min Hours 8 Max 20 Hours
Failure to clean after yourself in residential areas (e.g. shower, bath, basin, toilet, vomiting, kitchen, etc.)	Min Hours 8 Max 20 Hours

2.2 Level 1 contraventions:

These contraventions are more serious. Residence Management may use their own discretion. All level 2 contraventions will be dealt with through community service of minimum of 20 hours and maximum of 40 hours for a period of 15 days and **a written record on behaviour scorecard**.

CONTRAVENTION	COMMUNITY HOURS/ PENANCE
Possession, consuming or distribution of alcohol in the residence.	Min 20 Hours Max 40 Hours
Nudity is not allowed.	Min 20 Hours Max 40 Hours
Using emergency exit doors.	Min 20 Hours Max 40 Hours
Sleeping over in another person's room.	Min 20 Hours Max 40 Hours
Removal of residence property or lending residence property out.	Min 20 Hours Max 40 Hours

2.3 Level 3 contraventions:

Level three contraventions are very serious misconduct and can lead to immediate expulsion of a student. These cases may be referred to the Senior Management for further handling. **Written record on the behaviour card**.

CONTRAVENTION	FINE
Malicious damage to property	Fine shall be based on the cost of fixing or replacing the property or expulsion.
Interfering with safety measures (e.g. fire extinguisher, smoke detector, emergency doors, firehose, etc.)	R5000 or Eviction
Theft	Eviction
Possession and dealing of dagga	R1000.00 or Eviction
Aggressive behaviour (e.g. physical, verbal, emotional, etc.)	R500.00 or Expulsion
Housing Squatters	Eviction
Harbouring people in your room	Eviction