



# STUDENT CODE OF CONDUCT

General Information, Code of Conduct  
and Parking Rules

The University of the Witwatersrand, Johannesburg seeks to foster its reputation for excellence in teaching, learning and research and for the service to the intellectual, professional and educational needs of its staff and students, and of society beyond the University. A University is a community where knowledge is sought and imparted. A University can consequently flourish only in an environment which fosters freedom of thought and expression, and respects the rights of all. It is the function of the university discipline to protect this environment. The University's system of discipline, in line with these principles, will be administered fairly.

## **Student Code of Conduct**

For ease of reference the Code of Conduct has been included in this document. The Code of Conduct can also be viewed on [www.wits.ac.za/students](http://www.wits.ac.za/students)

**The Rules for Student Discipline – these rules can be viewed on:** [www.wits.ac.za/students](http://www.wits.ac.za/students).

# **General Information for Students<sup>1</sup>**

## **GI.1 Registration**

Except with the permission of the Senate no person may attend any course or proceed as a candidate for any qualification unless s/he is registered as a student of the University at the material time. Registration<sup>2</sup> is renewable annually or on such shorter period as the Senate may determine. Normally, an annual period of registration is from the date of registration in a particular year until the last day of registration in the first quarter of the subsequent year in the relevant faculty.

## **GI.2**

The Council may suspend or cancel the registration of any student if it is satisfied that this step is warranted because of his or her mental ill-health.

## **GI.3 Assessments**

Before a student can present himself or herself for assessment in a course, he or she must have participated satisfactorily in the work of the class in that course. The onus is on the student to acquaint himself or herself with the requirements of the relevant school/department/discipline.

## **GI.4**

Students should note that in the event of their failing subjects at the end of an academic year, readmission to the relevant course of study for the following academic year is not automatic. While cases are examined on their merits, participation in extra-curricular activities will not be accepted as an excuse for poor academic performance.

## **GI.5**

Misreading the assessment timetable will not be condoned. The provisional assessment timetable will be available six weeks before the start of the assessment period on the website <http://www.wits.ac.za/exams/exam-timetables/>. The final assessment timetable will be available on the Student Self-Service portal and website <http://www.wits.ac.za/exams/exam-timetables/> four weeks before the start of the assessments. Please check your assessment dates. Any enquiries should be referred to your respective Course Coordinator and/or Faculty.

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<sup>1</sup> The information should be read in conjunction with and does not derogate from the General regulations and rules for degrees, diplomas and certificates.

<sup>2</sup> It is mandatory to complete and sign the Student Contract online every year before registration. This can be done by logging on the student self-service portal and then click on the Student Contract tile.

Assessment timetables are displayed before each assessment session on the Examinations and Graduation Office's notice board on the 2<sup>nd</sup> Floor in Solomon Mahlangu House.

Students will be invited to enter into the assessment venue twenty minutes (20) before the commencement of the assessment, and 30 minutes (30) before for large venues.

A student who for good reason is unable to write an assessment should apply without delay for a deferred assessment on the student self-service portal. Permission is not granted automatically. If permission is granted, the deferred assessment may immediately follow the assessment session and may take any format including an oral assessment.

The use of a cellular telephone, smartwatch, or any electronic device during an assessment will not be permitted.

Extra time or any academic concession is a privilege extended to a student whose proven disability prevents him or her from writing an assessment in the time allotted or format normally undertaken.

Students must apply for any academic concession with the Disability Rights Unit. Campus Health and Wellness Centre will review the recommendations from the Disability Rights Unit and communicate with the relevant faculty. The faculty will then copy the Exams and Grad Office on an official letter sent to the student with the outcomes of the concession application. Further information is available from the Disability Rights Unit, the Campus Health and Wellness Centre, the Examination and Graduations Office or relevant Faculty Offices.

## **GI.6**

The University does not accept responsibility for loss, theft of, or damage to vehicles or other property arising out of a student's attendance at the University, whosoever or howsoever caused.

## **GI.7**

In certain qualifications, a student may be allowed to change his or her curriculum with the consent of the Dean. Such consent may be obtained through the Faculty Office usually within the first two weeks of the first term.

# **Code of Conduct**

The University of the Witwatersrand seeks to foster its reputation for excellence in teaching, learning and research and for service to the intellectual, professional and educational needs of its staff and students and of society beyond the University. A university is a community where knowledge is sought and imparted. A university can consequently flourish only in an environment which fosters freedom of thought and expression and respects the rights of all. It is the function of university discipline to protect this environment. The University's system of discipline, in line with these principles, will be administered fairly and reasonably.

This Code of Conduct reflects the core values of the University and should be read in conjunction with the rules and disciplinary codes of the University. The conduct of each student is important for sustaining an environment conducive to freedom of enquiry and the search for knowledge and truth. Hence, the University community requires a commitment from every student to act ethically, respectfully, responsibly and diligently.

# 1. Principals

## 1.1 Ethical conduct includes:

### 1. Promoting

- a. in letter and in spirit the rules of the University and laws of the country
- b. ethical treatment of people, animals and the environment
- c. ethical practices including fulfilling obligations of teaching, learning, fair and accountable assessment, research and supervision
- d. ethical use of resources and property

## 1.2 Respectful conduct includes:

### 1. Promoting

- a. human rights and social responsibility
- b. equity and equal opportunity
- c. academic freedom and freedom of expression
- d. trustworthiness
- e. integrity
- f. fairness
- g. courtesy

### 2. Preventing

- a. discrimination on the basis of race, gender, religion, disability, sexual orientation or age, HIV status or any category as defined in the Constitution
- b. the abuse of power
- c. sexual, racial or other forms of harassment
- d. disrespect for persons and property

## 1.3 Responsible conduct includes:

### 1. Promoting

- a. transparency
- b. inclusivity
- c. accountability
- d. good practice
- e. mutual responsibility for maintenance of an ethos and environment conducive to safety, security, health and wellbeing

### 2. Preventing

- a. misuse of personal and University information and property and the name of the University
- b. improper financial dealings and improper conflicts of interest
- c. practices threatening safety, security, health or wellbeing
- d. political action which impinges on the rights of others

## **2. General Rules for Student Conduct**

### **2.1 Every student is subject to the rules**

### **2.2 Misconduct**

Misconduct comprises behaviour within or without the precincts of the University, or whilst on official business of or representing the university, without just excuse, which

- a. constitutes a breach of any statute, regulation or rule of the University; or
- b. constitutes a failure or refusal to comply with any punishment or order imposed or made under these rules; or
- c. constitutes a failure or refusal to obey a lawful order; or
- d. constitutes conduct that tends to bring the University or any part of it or a member of its staff or a student or any part of its student body into contempt or disrepute; or
- e. interferes with the governance and proper administration of the University; or
- f. interferes with the conditions necessary for teaching, learning or research.

**2.3** Subject to limitations in the Constitution, protest does not constitute misconduct.

**2.4** A student shall not perform or participate in the performance of, or attempt to perform, or incite, instigate, command, advocate, advise or encourage the performance by any other person of any of the following acts or conduct within the precincts of the University:

- a. Racist or sexist behaviour;
- b. Assaults on or threats to any person;
- c. Disruption of classes, meetings or any other activity of the University, unless such conduct is reasonably directed toward the exercise of the right to assemble, to demonstrate, to picket and to present petitions, peacefully and unarmed;
- d. Taking weapons or dangerous objects into meetings.

**2.5** In any confidential information or matter that relates to the affairs or business (whether educational or otherwise) of the University, or any of its constituent parts, is conveyed, transmitted or otherwise disclosed to a student by any officer or employee of the University, or by any other Student in the pursuance of any duty to convey, transmit or otherwise disclose such information or matter, that student shall not further convey, transmit or otherwise disclose that information or matter unless it is in the public interest or is permitted by law to do so.

**2.6** A student must at all times when within the precincts of the University carry his or her official University student card and produce and produce it when called upon to do so by a member of staff. The card is required to gain access to the precincts of the University and is for the sole use of the student to whom it has been issued.

**2.7** A student shall not:

- a. Bring any alcoholic beverage within the precincts of the University except with the written permission of the Registrar or, in the case of a hall of residence, the Residence Hall Coordinator;
- b. Damage, either intentionally or negligently, or attempt to damage University property;
- c. Smoke – in a place where smoking is prohibited by the University;
- d. Within the precincts of the University have in his or her possession, supply to any other person, consume or be under the influence of any illegal substance which alters behaviour, except for a substance prescribed for that student by a registered health professional.



**2.8** No student shall bring within the precincts of the University, or have in his or her possession or control, or supply or dispose of to any person within the precincts of the University, any object which is capable of being used, and is intended by such a student to be used, for the infliction of bodily harm.

## **Traffic and Parking Rules**

### **P.1**

A student who wishes to bring a vehicle onto campus is required to make him or herself aware of and to comply with the University's traffic rules as outlined in the current brochure. This brochure is supplied to all applicants for motor vehicle access stickers and is obtainable from the Service Centre, Ground Floor, Solomon Mahlangu House. Parking permits are issued as per year of study. A detailed map indicating all the parking areas is attached to the brochure.

### **P.2**

A student is entitled, subject to the availability of space, to park a vehicle in student parking areas on campus, provided the vehicle, other than a motorcycle, displays an approved sticker or permit which has been purchased or otherwise acquired from the relevant Service Centre.

### **P.3**

A student is obliged to apply for a permit in person at the Service Centre, using an approved University application form, and shall provide a current University student card for inspection. The submission of false information to acquire a parking permit will be regarded as a serious offence. Those involved will be subject to disciplinary action.

### **P.4**

A student may not, on working weekdays, drive a motor vehicle, other than a motorcycle, onto or park on the East or West Campus between the hours of 07:00 and 15:30, unless an approved sticker or permit is displayed. East Campus permits are issued to students on a restricted basis on the authority of the Students' Representative Council, the Residence Hall Coordinators and in cases of 'special need' by the Service Centre.

### **P.5**

Students (other than those in the category 'special need') authorised to enter the East Campus and park in such area as defined in the current brochure.

### **P.6**

No student will be issued with more than one (1) permit, other than on a temporary basis, and he or she may not reassign, cede or transfer this permit to any other party. A student may not acquire, use or display a staff motor vehicle permit.

### **P.7**

A student shall at all times obey traffic control instructions given by a parking controller of the University.

### **P.8**

A student shall obey all traffic signs on any campus of the University.

## **P.9**

A student shall limit the speed of his or her vehicle to twenty-five (25) kilometers per hour within the precincts of the University except where lower limits are indicated.

## **P.10**

Parking infringements for which fines are imposed shall be:

- a) Bringing a vehicle onto the campus without displaying a valid traffic permit;
- b) Bringing a vehicle onto the campus displaying an incorrect permit;
- c) Bringing a vehicle onto the campus without a parking sticker visibly displayed;
- d) Parking on a red/yellow line;
- e) Parking in an unauthorised area;
- f) Parking in a reserved/disability parking bay;
- g) Parking outside a demarcated parking bay;
- h) Causing an obstruction;
- i) Speeding;
- j) Reckless and negligent driving;
- k) Failure to obey a parking officer or traffic sign;
- l) Failing to report an accident; and
- m) Leaving your vehicle on campus for extended period of time.

## **P.11**

Students with disabilities who require special parking consideration must register with the Disability Rights Unit. Students who have medically substantiated mobility disabilities, e.g. wheelchair users, could receive a motivation from the Disability Rights Unit to apply for a disability parking permit from the Parking office. The Disability Rights Unit is situated on the first floor, Solomon Mahlangu House. Their contact details are 011 717 9154/2 or [Alfred.Tlou@wits.ac.za](mailto:Alfred.Tlou@wits.ac.za).

Students who, on medical grounds, require special parking consideration must contact Head of Campus Health & Wellness Centre (CHWC) with relevant medical documentation supporting their request. CHWC contact details are 011 717 9113. The Head will assess the application and make recommendations to the Parking Manager.

# **Campus Health and Wellness Centre (CHWC)**

The Campus Health and Wellness Centre provides a wide range of health services to Wits students. CHWC is a registered professional medical practice, and all patient records are confidential. When visiting CHWC you will be required to provide the staff members with your identification number and/ or student number. Students who provide the wrong personal information (e.g., ID /Student number) may be subject you to the university's disciplinary processes. CHWC can be found on the Lower Ground floor, Student Union Building below the Matrix on the Braamfontein East Campus.



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