



REGULATIONS FOR STUDENT DISCIPLINE

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¹ Approval must be by the same structure that approved the initial Policy.

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1. PREAMBLE

- 1.1. The purpose of these regulations is to provide the University of Johannesburg (UJ) with a disciplinary system that is based on sound legal principles, reflects the South African Constitution, and which can be consistently applied.
- 1.2. The disciplinary system must be understandable and accessible. It must be applicable to the specific environment and must continually be tested against current needs. It must, therefore, be an adaptable and flexible system.
- 1.3. These regulations provide for the appointment of officials to ensure the separation of powers, where applicable, and the making of judicial decisions that are based on knowledge, fairness and understanding of the particular environment.
- 1.4. A distinction is made between material and formal rules of law. Material rules of law relate to transgressions and the elements thereof and are separately provided for in the Student Rules and Regulations of the University. Formal rules of law refer to the process according to which guilt in an alleged transgression is determined and are provided for in these Regulations for Student Discipline.
- 1.5. It is the explicit aim of the University to inculcate in its students respect for the law, for the rules and policies of the University, and for the values of the University as reflected in its vision, mission, and values statement. In so doing, it seeks to minimise the need to resort to a formal disciplinary process in respect of student transgressions.

2. APPLICATION

- 2.1. When registering as a student at the University of Johannesburg, a student commits to upholding the rules and regulations of the University (as amended from time to time), including these regulations. It is the responsibility of the student to familiarise themselves with the applicable regulations of the University.
- 2.2. A student commits an offence if they contravene any of the rules or regulations of the University of Johannesburg, any other legislation, or regulations applicable to students of an institution of higher learning in South Africa, or any legislation of South Africa. In such a case, these regulations regulate the application of discipline.
- 2.3. In circumstances where a student has allegedly committed an offence, which is a criminal offence as well as a contravention of the rules and regulations of the University of Johannesburg, the University may subject the student to disciplinary action according to these regulations and/or report the case for a possible civil and criminal processes.

3. DEFINITIONS

In these regulations, the terms below will mean the following:

- 3.1. **Campus SRC:** A Campus Student Representative Council of a particular campus, as described in the Constitution of the UJSRC and Campus SRCs.

- 3.2. **Days:** In calculating the number of days, calendar days are counted, Saturdays, Sundays, public holidays, and official recess periods of the University are not taken into account. When counting days, the first day is excluded and the last day is included.
- 3.3. **Senior Director: Student Affairs:** The Senior Director: Student Affairs of the University of Johannesburg.
- 3.4. **Manager: Student Ethics and Discipline:** A staff member in the Student Affairs Division who is responsible for the administration of the Student Disciplinary Committee.
- 3.5. **Presenter:** A person as described in Appendix B of these regulations.
- 3.6. **Registrar:** The Registrar of the University of Johannesburg.
- 3.7. **Staff member (employee):** A staff member (employee) of the University of Johannesburg employed on a permanent, fixed-term contractor, or temporary basis.
- 3.8. **Standard disciplinary procedure:** The procedure to be followed by all disciplinary bodies indicated in these regulations, unless otherwise indicated in these regulations or the guiding document for the particular disciplinary body.
- 3.9. **Student:** A person registered as a student at the University of Johannesburg, to study any of the programmes offered by the University (irrespective of the mode of offering), including subsidised and nonsubsidised whole programmes as well as short learning programmes. For the purposes of the application of the provisions of the Regulations for Student Discipline to a student, a person who registers as a student of the University at any time between 1 January and 30 June of any calendar year is a registered student of the University for the period 1 January to 31 December of that calendar year, or until their registration is cancelled for that year; if a person registers as a student of the University at any time between 1 July and 31 December of any calendar year, they are a registered student of the University for the period 1 July to 31 December of that calendar year, or until their registration is cancelled for that year. “Student” includes:
- 3.9.1. a person suspected of a transgression committed while being a registered student, but who is no longer a student at the time of the proceedings described in these regulations;
- 3.9.2. a person who is a registered student at the time of the proceedings described in these regulations, but who is suspected of a transgression (in which the University has an interest), which has been committed before and/or after having become a registered student; and
- 3.9.3. a person suspected of a transgression (in which the University has an interest) that is committed after ceasing to be a registered student.
- 3.9.4. In circumstances where paragraphs 3.9.1 to 3.9.3 are applicable, it is envisaged that the student/s subject themselves to the jurisdiction of the University in writing or by participating in the proceedings. In instances where students fail to subject

themselves to the process, the University reserves the right to continue with the disciplinary process *in absentia*.

- 3.10. **Transgression:** (i) A transgression of the Student Regulations or any other regulations and/or (ii) statutory and/or common-law transgressions.
- 3.11. **UJSRC:** The University of Johannesburg Student Representative Council, as described in the Constitution of the UJSRC and Campus SRCs.
- 3.12. **Vice-Chancellor:** The Vice-Chancellor and principle of the University of Johannesburg.

4. DISCIPLINARY BODIES

- 4.1. The following persons or bodies may hear a student disciplinary case, reach a verdict, and impose a penalty under the prescribed circumstances:
 - 4.1.1. The Vice-Chancellor
 - 4.1.2. The Registrar
 - 4.1.3. The Student Disciplinary Committee
 - 4.1.4. Student Disciplinary Appeal Committee
 - 4.1.5. The UJSRC and a Campus SRC
 - 4.1.6. The Residence Disciplinary Committee
 - 4.1.7. A disciplinary committee of a residence or day house committee
 - 4.1.8. A disciplinary committee of the Library Services
 - 4.1.9. A disciplinary committee of the Sports Bureau
 - 4.1.10. A lecturer
 - 4.1.11. A tour manager
 - 4.1.12. An external person or committee, duly appointed by the University of Johannesburg for this purpose.
- 4.2. The Vice-Chancellor may appoint an external person or committee to investigate, advise, sit in on a disciplinary hearing, or act as a disciplinary body in a particular matter.
- 4.3. A student may appeal against a decision of the Student Disciplinary Committee to the Student Disciplinary Appeal Committee.

- 4.4. A student may appeal against a decision of the Committees stated in 4.1.5 to 4.1.9 to the student Disciplinary Committee.

5. COMPOSITION, FUNCTIONS AND JURISDICTION OF DISCIPLINARY BODIES

5.1 The Vice-Chancellor

- 5.1.1 The Vice-Chancellor and principle or another member of the Management Executive Committee, to whom this authority has been expressly delegated, may:

- 5.1.1.1 Pending a formal disciplinary hearing by the Student Disciplinary Committee, immediately and temporarily suspend a student from the University or University accommodation who has allegedly committed an offence, after the Vice-Chancellor has been provided with relevant information. If the Vice-Chancellor suspends a student, the standard disciplinary procedure must be initiated immediately or within a reasonable period of time, where the student can have representation in the following ways: Legal representative, SRC member, or a University employee. The Vice-Chancellor exercises this right of temporary suspension if they have good reason to believe that a student or visitor:

- a) poses a threat to the orderly academic project;
- b) endangers the safety of themselves, other students, or the staff of the University or any member of the public;
- c) is a risk to the property, facilities, possessions or buildings of other students, staff, or the University;
- d) has disregarded a direct instruction of the Management Executive Committee.

- 5.1.2 The Vice-Chancellor may amend the sentence of a disciplinary body upon recommendation of the Senior Director: Student Affairs. The Senior Director: Student Affairs makes such a recommendation only in the case of exceptional circumstances.

- 5.1.3 The student is entitled to submit, within a specified period of time, reasons in writing why the temporary suspension should not take place, which will be considered by the Vice-Chancellor.

5.2 The Student Disciplinary Committee

- 5.2.1 Composition

- 5.2.1.1 The Student Disciplinary Committee is composed of:

- a) a chairperson, who is a person with appropriate experience and knowledge of disciplinary procedures, as appointed by the Vice-Chancellor; selected by the Department of Student Ethics and Discipline.
- b) a staff member of the University who is appointed by the Senior Executive Director: Student Affairs to act as an assessor (if the staff member is a

temporary employee, his/her appointment is made by the relevant MEC member);

- c) a representative of the Campus SRC, as deployed by the Campus SRC or a representative of the UJSRC as deployed by the UJSRC, to act as an assessor.

5.2.1.2 The Student Disciplinary Committee may call on anyone to chair the proceedings, advise the Committee or provide it with information or to observe proceedings, including experts from within or outside the University.

5.2.1.3 The role of the assessors is to assist the chairperson in the assessment of the evidence presented to the Student Disciplinary Committee. The assessors advise the chairperson on the finding to be made and on the appropriate penalty. Responsibility for a finding and an appropriate penalty rests solely with the chairperson.

5.2.1.4 The Student Disciplinary Committee is regarded as properly constituted if the chairperson and one assessor are present.

5.2.2 Jurisdiction

5.2.2.1 The jurisdiction of the Student Disciplinary Committee is provided for in Appendix C.

5.2.2.2 The ruling of the Student Disciplinary Committee is final unless the accused student is successful with an application to appeal the finding and/or sanction to the Student Disciplinary Appeal Committee.

5.2.2.3 The Student Disciplinary Committee is accountable to the Vice-Chancellor.

5.2.2.4 The Student Disciplinary Committee may impose one or more of the following penalties:

- a) a temporary suspension or permanent expulsion from the University and/or University accommodation;
- b) a monetary fine, which has to be paid within a period as determined by the Student Disciplinary Committee;
- c) cancellation of the results of a test, assignment or examination and/or cancellation of registration for a specific module;
- d) imposition of a monetary amount, required to cover the cost of any intentional or negligent damages or losses caused to the University or any other person or body by the accused;
- e) suspension of any student's rights and/or privileges as a member of the University for a certain period;
- f) imposition of a certain task (in the form of community service) relevant to the transgression;
- g) a first or final written warning;
- h) any other appropriate penalty deemed suitable by the Student Disciplinary Committee under the circumstances.

5.2.2.5 The Student Disciplinary Committee may suspend any sentence subject to clearly defined conditions.

- 5.2.2.6 The Student Disciplinary Committee may refer a student for counselling and/or any other remedial or rehabilitating action or issue a no-contact order, temporary removal from any residence, or any other appropriate intervention.

5.3 The UJSRC or a Campus SRC

5.3.1 Composition

- 5.3.1.1 The UJSRC or a Campus SRC constitutes a disciplinary committee from its own ranks for a specific hearing.

- 5.3.1.2 Such a disciplinary committee must comprise a minimum of five (5) members.

- 5.3.1.3 The UJSRC or a Campus SRC appoints one or more SRC members to act as investigator, presenter, and administrator.

5.3.2 Jurisdiction

- 5.3.2.1 The jurisdiction of the UJSRC or a Campus SRC is provided for in Appendix C.

- 5.3.2.2 The UJSRC or Campus SRC may impose one or more of the following penalties:

- a) a maximum fine of one thousand rand (R1 000);
- b) suspension of a student's right and/or privilege to participate in student activities for such a period as is deemed necessary;
- c) expulsion of a student from the UJSRC or a Campus SRC;
- d) the claiming of such monetary amount required to cover any intentional or negligent damages, losses or costs caused to the University or any other person or body by the transgressor, provided that such an amount does not exceed two thousand rand (R2 000);
- e) carrying out of a service or task to the benefit of the student community.

- 5.3.2.3 The UJSRC or a Campus SRC may refer a student who is found guilty of a transgression to a higher disciplinary body for the imposition of punishment and submit a recommendation regarding suitable punishment to such a disciplinary body.

5.4 The Residence Disciplinary Committee

- 5.4.1 The composition and the function of the Residence Disciplinary Committee are as described in the Procedures for the Residence Disciplinary Committee.

- 5.4.2 The jurisdiction of the Residence Disciplinary Committee is as described in the Procedures for the Residence Disciplinary Committee and Appendix C.

5.5 A disciplinary committee of a residence or day house committee

- 5.5.1 The composition and the function of a disciplinary committee of a residence or day house committee are as described in the Procedures for the Residence Disciplinary Committee.
- 5.5.2 The jurisdiction of a disciplinary committee of a residence or day house committee is as described in the Procedures for the Residence Disciplinary Committee and Appendix C.

5.6 A disciplinary committee of the Library Services

- 5.6.1 The composition and the function of a disciplinary committee of the Library Services are as described in the disciplinary procedures of the Library Services.
- 5.6.2 The jurisdiction of a disciplinary committee of the Library Services is as described in the disciplinary procedures of the Library Services and Appendix C.

5.7 A disciplinary committee of the Sports Bureau

- 5.7.1 The composition and the function of a disciplinary committee of the Sports Bureau are as described in the disciplinary procedures of the Sports Bureau.
- 5.7.2 The jurisdiction of a disciplinary committee of the Sports Bureau is as described in the disciplinary procedures of the Sports Bureau and Appendix C.

5.8 A lecturer

- 5.8.1 A lecturer may exclude a student from a particular lecture or other teaching and learning activities (excluding participation in larger class tests and assignments) based on disruption of the activity and after reasonable attempts have been made to call the student to order and the student has not adhered to such instructions. Should the lecturer deem the student's behaviour to be serious enough for further disciplinary action, the lecturer must report this to the head of the department in consultation with the Department of Student Ethics and Discipline for further investigation.

5.9 A tour manager

- 5.9.1 A tour manager may at their own discretion exclude a member of a tour or excursion group from participating in certain activities of such a group or immediately terminate a student's membership of a tour, depending on the circumstances. Such exclusion

or termination should only be made after reasonable attempts have been made by the tour manager to call the student to order and after the student has not adhered to such instructions.

5.9.2 A tour manager must report any disciplinary action against a student on tour to their line manager for further investigation.

5.10 An external person or committee

5.10.1 Composition

5.10.1.1 The Vice-Chancellor, or an authorised member of the Management Executive Committee, may, in extraordinary circumstances, appoint one or more persons as a committee to hear a particular matter as provided for in Appendix C. In the case of such a committee, the Vice-Chancellor also appoints the chairperson of the committee.

5.10.1.2 The external person or committee must have sufficient time at their disposal to attend to the hearing of a disciplinary case and sufficient understanding of the circumstances of a tertiary education institution.

5.10.1.3 The external person or committee may co-opt any other member of the Student Disciplinary Committee as an assessor.

5.10.1.4 The Vice-Chancellor, or an authorised member of the Management Executive Committee, may appoint such administrative staff from outside or within the University as they may deem necessary in order to assist the external person or committee with their activities. They may also appoint a presenter from within or outside the University.

5.10.2 Functions and procedures

5.10.2.1 The functions and procedures of the external person or a committee are, as far as possible, in accordance with the standard disciplinary procedure described in these regulations.

5.10.2.2 The Manager: Student Discipline, or an appointed administrator, keeps a record of the hearing by the external person or committee.

5.10.2.3 The Manager: Student Discipline, or an appointed administrator, notifies the Senior Director: Student Affairs of the findings of the case.

5.11 Jurisdiction

5.11.1 The jurisdiction of the external person or committee is the same as that of the Student Disciplinary Committee.

5.12 Faculty Ethics Committee (FEC)

- 5.12.1 Composition
 - 5.12.1.1 The Executive Dean of the faculty, or any appointed member of the faculty will act as the chairperson of the FEC.
 - 5.12.1.2 A senior member of the school within the faculty in which the student is registered will act as an assessor.
 - 5.12.1.3 A campus SRC member will act as an assessor.
- 5.12.2 Quorum
 - 5.12.2.1 The FEC is properly constituted when two members of the committee are present.
- 5.12.3 Jurisdiction of the FEC
 - 5.12.3.1 Procedures pertaining to the management of acts of alleged plagiarism are attached as Appendix D.

6. STANDARD DISCIPLINARY PROCEDURE

- 6.1 A complaint or report of a student transgression is lodged with the relevant disciplinary body.
- 6.2 The complaint or report is investigated by an official as provided for in Appendix B.
- 6.3 If, after considering the report, the presenter, as provided for in Appendix B, is of the opinion that a *prima facie* case exists against the student, the presenter draws up a disciplinary charge sheet.
- 6.4 The charge sheet should:
 - 6.4.1 state the transgressions that have been committed;
 - 6.4.2 refer to the relevant rules that have allegedly been transgressed;
 - 6.4.3 inform the student of full particulars of the charges against them, with enough information to enable them to prepare a defence;
 - 6.4.4 inform the student that they have the right to defend themselves against the charges;
 - 6.4.5 be finalised as soon as possible after receiving the investigation report.
- 6.5 A student who is charged with a transgression must be notified to appear before the disciplinary body. Such a notice:
 - 6.5.1 Must be in writing.

- 6.5.2 Must be served to the student at least three (3) calendar days before the date and time of the hearing.
- 6.5.3 Must specify a time and venue for the hearing.
- 6.5.4 Must be sent with a copy of the disciplinary charge sheet.
- 6.5.5 May either be handed to the student in person or sent to them by registered mail or electronic mail. (If the notice is posted to the student, it must be sent to the student's postal address or email address, as indicated in the University records.)
- 6.5.6 Must inform the accused in writing of their right to remain silent, to plead guilty or not guilty and, if the student chooses to do so, to submit a written statement about the charge against them to the disciplinary body before the commencement of the hearing.
- 6.5.7 Must inform the accused that they may call their own witness/es at the hearing and that the names of such witness/es must be submitted to the disciplinary body twenty-four (24) hours before the time stated for the hearing.
- 6.5.8 Must inform the accused that they may submit any documentary or other evidence in defence of the charge or in mitigation of the sentence.
- 6.5.9 Must point out to the accused that they may be assisted by a legal representative, provided that the University will not be liable for the cost thereof.
- 6.5.10 Must inform the accused that if they choose to be assisted by a legal representative, they must notify the disciplinary body of this in writing at least forty-eight (48) hours before the disciplinary hearing.
- 6.5.11 Must inform the accused that they have the right to be represented or assisted by a fellow student or staff member of the University of their choice.
- 6.5.12 Must inform the accused that they may be assisted by their parent or guardian if they are a minor.
- 6.5.13 May, in the case of a transgression involving monetary value and the accused having pleaded guilty, inform the accused that they may also settle the case by way of paying an admission of guilt fine and making an arrangement with the disciplinary body about the payment of a fine and/or refunding. (Such a payment must be done through the University's financial system, and a receipt must be submitted to the disciplinary body.)
- 6.5.14 Must inform the student that they must collect the written verdict of the Student Disciplinary Committee in person from the relevant manager: Student Ethics and Discipline three (3) days after the hearing. Should the student fail to collect the verdict, it will be sent to them by email.
- 6.5.15 Must inform the student that they have the right to written reasons for any decision that may be made by the Student Disciplinary Committee.

- 6.5.16 Must inform the student that they have the right to appeal against any decision that may be made and that such an appeal must be submitted to the relevant manager: Student Ethics and Discipline within seven (7) business days of the verdict being available from the relevant manager: Student Ethics and Discipline.
- 6.6 The disciplinary body hears the charges against a student that are submitted to it by the presenter.
 - 6.6.1 The disciplinary body may make use of any documentary or other evidence pertaining to the hearing, including the report of the investigation, and it may question the accused and the witness/es.
 - 6.6.2 The presenter leads the evidence before the disciplinary body and may question or cross-examine the accused or a defence witness.
- 6.7 The accused may:
 - 6.7.1 address the disciplinary body in order to state his/her case;
 - 6.7.2 question the witness/es and cross-examine the University's witness/es who is/are giving evidence before the disciplinary body;
 - 6.7.3 inspect any document pertaining to the hearing and investigate any other evidence if it would not be to the personal detriment of the accused;
 - 6.7.4 give evidence, call their own witness/es, and submit any documentary or other evidence in defence of the charge;
 - 6.7.5 address the disciplinary body in defence of the charge after all of the evidence has been heard and before the verdict is considered;
 - 6.7.6 after having been found guilty by the disciplinary body and before a sentence is considered, call their own witness/es, submit any documentary or other evidence, and address the disciplinary body in mitigation of the sentence;
 - 6.7.7 be assisted by a legal representative of their own choice, provided that such a request has been submitted to the disciplinary body forty-eight (48) hours before the hearing and that the University will not be liable for the cost thereof.
- 6.8 If the accused does not attend the disciplinary hearing in terms of the written notice stated in Section 6.6, the accused may, in the absence of adequate reasons for their absence, be tried *in absentia*.
- 6.9 The verdict of the disciplinary body is conveyed verbally to the accused and then confirmed in writing by the administrator, as provided for in Appendix B, within three (3) days of the hearing.
- 6.10 After the imposition of the penalty, the disciplinary body must decide:

- 6.10.1 whether to notify a parent of a transgression committed by a minor or to report the transgression to an external person or body;
- 6.10.2 whether or not the transgression should be entered on the student's record and, if so, what the contents of such an entry should be and for how long it should be indicated on the student's record.
- 6.11 The outcome of a disciplinary hearing must be reported to the Senior Director: Student Affairs, who must ensure that all the relevant parties are informed about it.
- 6.12 After a disciplinary case has been finalised, all the original documents, evidential material, minutes of the proceedings and later correspondence must be submitted to the Senior Director: Student Affairs for safekeeping.

7. APPEAL

- 7.1 A student may, within seven (7) business days of the verdict being available from the Manager: Student Ethics and Discipline, request leave to appeal against the verdict or the penalty by submitting a written notice of appeal to the relevant body of appeal through the office of the relevant manager: Student Ethics and Discipline. Such a notice must contain grounds for the appeal and state the portion of the verdict or penalty against which the student is appealing.
- 7.2 The Student Discipline Office approves such an application if the Office is of the opinion that the student has reasonable grounds for such an appeal. If the chairperson rejects the application, the student has exhausted all internal remedies and has no more internal recourse.
- 7.3 In the case of a hearing conducted by the Student Disciplinary Committee or an external person or committee, the appeal is considered by the Student Disciplinary Appeal Committee. In the case of a hearing conducted by any other disciplinary body, the appeal is heard by the Student Disciplinary Committee.
- 7.4 The Student Disciplinary Appeal Committee comprises two appeal committees:
 - a) One-person committee
To hear all appeal cases of an appellant who pleaded guilty and found guilty by the Student Disciplinary Committee.
 - b) Two-member committee
To hear all cases of an appellant who pleaded not guilty but was found guilty by the SDC.
- 7.4.1 The Chairperson of the Appeals Committee must be either a senior staff member of the Faculty of Law or an external person with relevant experience in the administration of justice and/or legal knowledge, appointed by the Vice-Chancellor, or an authorised member of the Management Executive Committee or by the Senior Director: Student Affairs.

- 7.4.2 An assessor of the Appeals Committee must be either a senior staff member of the Faculty of Law or an external person with relevant experience in the administration of justice and/or legal knowledge, appointed by the Senior Director: Student Affairs.
- 7.4.3 The Registrar or an appointed representative.
- 7.5 The Two-member Appeal Committee is properly constituted when both members are present.
 - 7.5.1 It can hear a case in an oral or in a written submission.
 - 7.5.2 A one-member committee only hear written submissions.
- 7.6 A staff member of the Student Ethics and Discipline, as appointed by the Senior Director: Student Affairs provides administrative support to the Student Disciplinary Appeal Committee and acts as an administrator.
- 7.7 The initial disciplinary body submits all the documentation pertaining to the disciplinary hearing to the relevant body of appeal.
- 7.8 The appeal body sets a date for the hearing of the appeal and gives all the relevant people written notice of the date of the hearing of the appeal at least seven (3) days in advance.
- 7.9 The appeal body may, at its discretion:
 - 7.9.1 call on any person to provide it with any information pertaining to the disciplinary case;
 - 7.9.2 hear the verbal representations of the appellant;
 - 7.9.3 confirm, reject, or amend the verdict of the initial disciplinary body;
 - 7.9.4 impose a heavier or lesser penalty than that of the initial disciplinary body;
 - 7.9.5 refer a student for counselling or any other remedial or rehabilitating action;
- 7.10 The Student Disciplinary Appeal Committee may, at the request of a student and after consideration of the relevant information, order that a student's transgression and verdict be removed from their student record.
- 7.11 The complainant may, after having been informed of the verdict and penalty of a hearing, request an explanation from the chairperson of the disciplinary body for a particular verdict or penalty.

APPENDIX A: PENALTY GUIDELINES FOR STANDARD TRANSGRESSIONS

1. The guidelines below should be interpreted in the context of the UJ values of:
 - 1.1 academic distinction, freedom, and accountability; and
 - 1.2 integrity and respect for diversity and human dignity.
2. The guidelines are based on case records and regular types of transgressions.
3. The guidelines serve as suggestions only. Each case should be considered according to its particular facts and circumstances. A student is found guilty on a balance of probabilities.
4. In the schedule below, the following rating is applied to indicate the seriousness of the transgression:

Rating	Level of seriousness	Penalty range
1	Extremely serious	Permanent expulsion from the University or expulsion for a period of at least five (5) years. The expulsion may be suspended partially or in full.
2	Very serious	Expulsion from the University or University accommodation for at least one (1) year. The expulsion may be suspended partially or in full.
3	Serious	Final written warning, community service, fine, task, alternative dispute resolution.
4	Minor	Warning, community service, fine, task, alternative dispute resolution.
5	First time student	Fully suspending expulsion and a zero for the transgressed assessment.
6	Repeat offenders	No suspension period, cancellation of the module.
7	Semester assessment, continuous assessment and examination assessments	The weight of an examination is higher than that of a semester assessment and continuous assessments. The cancellation of the transgressed assessment for semester and continuous assessments and the cancellation of the module in terms of examination transgressions.

Typical transgressions and proposed ratings
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Type of transgression	Proposed rating
<i>Academic dishonesty</i>	
Plagiarism	1-3
Possession of unauthorised notes in test or examination	2
Use of unauthorised notes or copying in test or examination	2
Submitting a test or examination under a false name	2
The possession of a switched-on Cell phone, use and intention to use	1-3
Unauthorised use of technology, including but not limited to artificial intelligence, mobile devices, or smart watches	1-3
Changing a test or examination paper after it has been marked	1-2
<i>Fraud</i>	
False medical certificate	1-2
Fraud, forgery, and uttering	1-2
False proof of an academic qualification	1-2
False medical insurance for international clearance	1-2
<i>Alcohol and prohibited substances</i>	
Use of alcohol outside designated area	4
Possession of prohibited substances on University property	1
Illegal selling of alcohol on University property	1-4
Selling of prohibited substances on University property	1-4
<i>Assault</i>	
Assault	12-3
Harassment, including but not limited to sexual harassment, cyber bullying, or any other form of harassment.	1-3
Indecent assault	1-3
Assault with the intention of causing grievous bodily harm	1-2
<i>Theft and damage to property</i>	
Theft	1-4
Damage to safety equipment	1-2
Damage to property	1-3
Abuse of student card	3-4
Transgressing the rules for the use of information technology	1-4
Reckless driving on University property	1-4
<i>Other</i>	
Disruption of the academic process	2-3
Discrediting the University	3
Disrespectful behaviour towards staff or students	3
Defamation of character	3

Note: When a student has allegedly committed a serious crime, the case must be referred to the South African Police Service.

APPENDIX B: ROLES OF OFFICIALS INVOLVED IN DISCIPLINARY PROCESSES

1. Chairperson

- 1.1 The chairperson of a disciplinary body:
 - 1.1.1 determines the procedures and arrangements of a disciplinary hearing to the extent of which these regulations do not make provision;
 - 1.1.2 determines the dates for convening the disciplinary body;
 - 1.1.3 constitutes the disciplinary body for every hearing at the chairperson's discretion;
 - 1.1.4 is responsible for ensuring that all necessary procedures are followed;
 - 1.1.5 ensures that the accused has been afforded all the rights required before being brought to the disciplinary hearing;
 - 1.1.6 ensures that the accused understands all the charges brought before them;
 - 1.1.7 deliberates on the findings and a possible sanction;
 - 1.1.8 verbally conveys the committee's decision and verdict to the accused and verifies that the accused understands the verdict;
 - 1.1.9 informs the accused about their right to appeal if a guilty verdict has been imposed.

2. Presenter

- 2.1 The presenter:
 - 2.1.1 is not a member of the disciplinary body;
 - 2.1.2 acts on behalf of the University;
 - 2.1.3 charges the accused;
 - 2.1.4 lays the charge before the disciplinary body and presents the case to the disciplinary body;
 - 2.1.5 may accept any plea into which the accused wants to enter;
 - 2.1.6 interrogates and cross-examines the accused and defence witness/es and/or submits any evidence deemed relevant to the case;
 - 2.1.7 provides proof of previous convictions to the disciplinary body, after a student has been found guilty and before a sentence is decided on;
 - 2.1.8 may make a submission of an appropriate sentence to the disciplinary body;

2.1.9 for the Student Disciplinary Committee should be a person with appropriate knowledge and experience of disciplinary procedures and is appointed by the Senior Director: Student Affairs. Presenters for all other disciplinary bodies are appointed according to the guidelines for those bodies.

3. UJSRC or Campus SRC representative

3.1 The designated member from the UJSRC or Campus SRC acts on behalf of the student body and not on behalf of the accused.

4. Investigator

4.1 The investigator:

4.1.1 receives information about a possible transgression;

4.1.2 decides whether:

4.1.2.1 the matter should be submitted for prosecution;

4.1.2.2 the accused should be offered the opportunity to pay an admission of guilt fine, which is determined by the Senior Director: Student Affairs;

4.1.2.3 alternative methods should be employed to deal with the matter;

4.1.2.4 the case should be closed;

4.1.3 implements his/her decision;

4.1.4 may not be a member of the disciplinary body.

5. Administrator

5.1 An administrator may be appointed to take responsibility for the administration of a disciplinary hearing. Such administration includes:

5.1.1 receives information about a possible transgression;

5.1.2 decides whether:

5.1.2.1 the matter should be submitted for prosecution;

5.1.2.2 the accused should be offered the opportunity to pay an admission of guilt fine, which is determined by the Senior Director: Student Affairs;

5.1.2.3 alternative methods should be employed to deal with the matter;

5.1.2.4 the case should be closed;

5.1.3 implements his/her decision;

- 5.1.4 informing an accused about a disciplinary hearing;
- 5.1.5 providing the accused with the charge sheet;
- 5.1.6 organising the meeting of the disciplinary body (preferably within fourteen (14) days of receiving the investigation report);
- 5.1.7 keeping minutes at the disciplinary hearing;
- 5.1.8 informing the accused, faculties, and all involved parties of the outcome of the hearing (within fourteen (14) days of the hearing);
- 5.1.9 dealing with submission of appeals;
- 5.1.10 submitting any information or records as required by the disciplinary committee;
- 5.1.11 keeping records of disciplinary cases.
- 5.2 In the case of the Student Disciplinary Committee, the Manager: Student Ethics and Discipline acts as administrator.

APPENDIX C: GUIDELINES FOR REFERRAL OF CASES (JURISDICTION)

Determining the applicable disciplinary body to hear a case depends on the particular case. However, the following may serve as guidelines for the referral of cases to the applicable body.

1. Student Disciplinary Committee

- 1.1 The Student Disciplinary Committee hears cases that:
 - 1.1.1 involve transgressions of the Student Regulations or any other University regulations;
 - 1.1.2 are rated 1 to 3 in the schedule of transgressions (Appendix A);
 - 1.1.3 involve legal representation;
 - 1.1.4 are referred to it by other disciplinary bodies.

2. Student Representative Council

- 2.1 A disciplinary committee of the UJSRC or Campus SRC hears cases that:
 - 2.1.1 involve transgressions related to the UJSRC Constitution and the internal policies and procedures of the UJSRC;
 - 2.1.2 are referred to the UJSRC or Campus SRC by the Senior Director: Student Affairs.

3. Residence Disciplinary Committee

- 3.1 The Residence Disciplinary Committee hears cases that:

- 3.1.1 involve transgressions of the Regulations for Residences or involve non-adherence to policies, procedures, codes, and agreements applicable to the residence and day house environment;
- 3.1.2 are rated 4 in the schedule of transgressions (Appendix A);
- 3.1.3 relate directly to matters that should be managed within the residence and day house context;
- 3.1.4 are referred to it by the Senior Director: Student Affairs.

4. House Committee

- 4.1 A disciplinary committee of the house committee hears cases that:
 - 4.1.1 involve transgressions of internal house regulations;
 - 4.1.2 relate directly to matters that are the responsibility of the house committee.

5. Library Services

- 5.1 A disciplinary committee of the Library Services hears cases that:
 - 5.1.1 involve transgressions of the Library rules pertaining to the entire University or the particular campus;
 - 5.1.2 are referred to it by the Senior Director: Library Services.

6. Sports Bureau

- 6.1 The disciplinary committee of the Sports Bureau hears cases that:
 - 6.1.1 involve transgressions of the rules of a particular sporting code;
 - 6.1.2 are referred to it by the Senior Director: Sport.

7. External person or committee

- 7.1 The external person or committee hears cases:
 - 7.1.1 that involve transgressions of the Student Regulations or any other University regulations;
 - 7.1.2 that pertain to statutory and/or common-law transgressions;
 - 7.1.3 in which complex legal issues arise;
 - 7.1.4 that may extend over a long period because of the number of accused students or witnesses involved.

APPENDIX D: MANAGEMENT OF ALLEGED CASES OF ACADEMIC MISCONDUCT

1. Jurisdiction of the FEC

- 1.1 The FEC deals with all cases of academic misconduct by students registered within its faculty/college.
- 1.2 The policy introduces a four-level process for dealing with incidents of academic misconduct using a developmental approach and disciplinary route as deemed necessary by the relevant faculty/departmental committee.
- 1.3 In all instances of dealing with suspected academic misconduct, the individual academic employee must first assess the seriousness of the infringement, in consultation with others, if necessary.
- 1.4 The corrective action to be taken is dependent on the seriousness of the infringement with first, minor infringements handled developmentally and serious or repeat offences with more gravity.
 - 1.4.1 Factors to be considered include the year or study level of the student, and the type of assessment, namely an assignment, a test or final examination.

2. Levels of infringement

- 2.1 Where, in the light of all relevant factors outlined above, the misconduct is considered insignificant
 - 2.1.1 The academic employee will:
 - 2.1.1.1 counsel the student on the nature of plagiarism;
 - 2.1.1.2 provide any advice or assistance necessary, e.g. referral to workshops/literature to develop writing skills;
 - 2.1.1.3 continue to assist with advice concerning good academic practice and the conventions of the relevant academic discipline;
 - 2.1.1.4 make it clear that the onus is on the student to follow through on the referral/s and advice.
- 2.2 No specific formal penalties will be applied, although the academic concerned retains the right to deduct marks allocated.
- 2.3 The student's name will not be placed on the student offenders register; to be submitted to the relevant Student Ethics and Discipline for noting.
- 2.4 Failure to act on advice and/or referrals, and/or further transgressions will be followed by formal action against the student concerned, at the most appropriate level.

- 2.5 Formal responses to alleged academic misconduct
- 2.5.1 Where significant acts of academic misconduct are deemed to have occurred, the following three levels provide guidelines as to the degree/extent of the infringement and lay down a range of formal appropriate courses of action that may be followed.
- 2.5.2 Level One: Minor first-time infringements
- These infringements are minor, first offences, usually committed during the first or second year of undergraduate study and are considered to have been unintentional. The alleged infringement is handled as follows:
- 2.5.2.1 The academic employee concerned:
- a) meets with the student to explain the infringement and the consequences thereof;
 - b) retains a copy of the work concerned;
 - c) gives the student an opportunity to resubmit the work within a given timeframe after which a new mark will be given, amounting to not more than 50%;
 - d) gives the student a written warning;
 - e) records the student's name on the offenders register.
- 2.5.2.2 Should the student choose not to resubmit the work, the student is allocated 0% for the work.
- 2.5.2.3 Should the student deny the alleged infringement or challenge the outcome; the matter will be submitted to the relevant Faculty Ethics Committee.
- 2.5.3 Level Two: Repeated minor or first-time major infringements
- 2.5.3.1 Cheating in class test or semester test
- a) This level includes first time offenders who deny allegations of academic misconduct and repeating offenders.
 - b) The alleged misconduct is handled by the relevant faculty/departmental committee.
 - c) The maximum penalty that may be imposed by the relevant faculty/ethics committee is cancellation of registration of the module concerned and retaining the documentation of the offence in the faculty records and placement of the student's name on the offenders register.
 - d) The decision is subject to appeal by the Executive Dean who may refer the matter back to the relevant committee or who may refer the case to the University's Student Disciplinary Committee.
- 2.5.3.2 Level Three: Repeated offences and/or major offences that are possibly intentional and suggest collusion or deliberate dishonesty
- a) These are major acts of academic misconduct that had not been curbed by developmental and educational approaches.

- b) All alleged acts of academic misconduct at postgraduate level are considered to occur at Level Three.
- c) Level Three acts of alleged academic misconduct are investigated with a view to referral to the existing Student Disciplinary Committee.
- d) Level Three acts of misconduct include misconducts committed in semester test and final examination.
- e) All students who are accused of Level Three misconduct will be afforded an opportunity by the faculty to respond to allegations against them. Those who accept a guilty verdict will be given 0 and any appropriate sanction with the jurisdiction of the FEC. Should the FEC be of the view that a harsher sanction is necessary, such recommendation should be made to the existing Student Disciplinary Committee. Those who deny guilt, their cases will be referred to the existing Student Disciplinary Committee.

Approval History Table	
Name of Approval Body (Committee)	Date that the policy/review was approved
Senate and Council	14 May 2007 & 20 September 2007
Senate and Exco of Council	18 September 2009 & 11 February 2010
Senate and Council	17 November 2010 & 19 November 2010
Senate and Council	22 June 2011 & 23 June 2011
Senate and Council	19 September 2011 & 22 September 2011
Senate and Council	12 November 2025 & 20 November 2025