

General Information for Students⁴

GI.1

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.

GI.2

Before a student can present himself or herself for examination 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.3

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.4 Examinations

- Misreading the examination timetable will not be condoned. Students should consult the examination timetables displayed five weeks before each examination session in (i) Senate House Basement 1, (ii) Faculty of Health Sciences Office, (iii) First National Bank Building, Ground Floor.
- Students should arrive fifteen (15) minutes before the start of an examination and must have their University student card with them.
- A student who for good reason is unable to write an examination should apply without delay for a deferred examination. However, permission is not granted automatically. If permission is granted, the examination may immediately follow the examination session and may take the form of an oral examination.
- A student may not use a cellular telephone or have it switched on during an examination.
- Extra time is a privilege extended to a student whose proven disability prevents him or her from writing an examination in the time normally allotted. Further information is available from Faculty Offices, the Disability Unit or the Examinations Office.

GI.5

- 1) The results obtained by a student in any examination shall not be published unless and until he or she has paid all fees and other moneys due to the University.
- 2) A degree shall not be conferred on a student until he or she has paid all fees and other monies due to the University.

GI.6

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.7

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, wheresoever or howsoever caused.

⁴ This information should be read in conjunction with and does not derogate from the General regulations and rules for degrees, diplomas, licentiates and certificates.

Code of Conduct



This Code of Conduct reflects the core values of the University. It does not replace but informs the rules and disciplinary codes of the University.

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. The conduct of each staff member, student or person acting on behalf of the University 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 individual to act ethically, respectfully, responsibly and diligently.

Ethical conduct includes

- | | |
|-------------------|--|
| <u>promoting</u> | <ul style="list-style-type: none">• in letter and in spirit the rules of the University and laws of the country• ethical treatment of people, animals and the environment• ethical practices including fulfilling obligations of teaching, learning, fair and accountable assessment, research and supervision• ethical use of resources and property |
| <u>preventing</u> | <ul style="list-style-type: none">• inappropriate relationships amongst staff, students and officers of the University• plagiarism and all forms of intellectual dishonesty• favoritism and nepotism• violation of confidentiality |

Respectful conduct includes

- | | |
|-------------------|---|
| <u>promoting</u> | <ul style="list-style-type: none">• human rights and social responsibility• equity and equal opportunity• academic freedom and freedom of expression• trustworthiness• integrity• fairness• courtesy |
| <u>preventing</u> | <ul style="list-style-type: none">• discrimination on the basis of race, gender, religion, disability, sexual orientation or age• the abuse of power• sexual, racial or other forms of harassment• disrespect for persons and property |

Responsible conduct includes

- | | |
|-------------------|--|
| <u>promoting</u> | <ul style="list-style-type: none">• transparency• inclusivity• accountability• good practice• mutual responsibility for maintenance of an ethos and environment conducive to safety, security, health and wellbeing |
| <u>preventing</u> | <ul style="list-style-type: none">• misuse of personal and University information and property and the name of the University• improper financial dealings and improper conflicts of interest• practices threatening safety, security, health or wellbeing• political action which impinges on the rights of others |

Diligent conduct includes

- | | |
|-------------------|--|
| <u>promoting</u> | <ul style="list-style-type: none">• efficiency• effectiveness• excellence in performance• competence• the proper use of time |
| <u>preventing</u> | <ul style="list-style-type: none">• misuse of time and resources• inefficiency• unprofessional conduct |



WITS 2014

Rules for Student Conduct and General Information for Students

- 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*, whilst not duplicating that of a court of law, is *administered fairly and reasonably*.



General Rules for Student Conduct

R.1

Every student (as defined in Rule 19 of the Rules for Student Discipline) is subject to these rules.

These rules do not derogate from the generality of the definition of misconduct contained in Rule 18 of the Rules for Student Discipline. Misconduct may result in disciplinary action. It is defined thus:

¹ 'Misconduct comprises behaviour within or without the precincts of the University, without just excuse, which:

- 1) constitutes a breach of any statute, regulation or rule of the University; or
- 2) constitutes a failure or refusal to comply with any punishment or order imposed or made under these rules; or
- 3) constitutes a failure or refusal to obey a lawful order; or
- 4) 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
- 5) interferes with the governance and proper administration of the University; or
- 6) interferes with the conditions necessary for teaching, learning or research.'

For the purposes of these rules, 'precincts of the University' shall include any University building, grounds or any other place where the University conducts its activities.

R.2

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

R.3

A student shall comply with:

- a) lawful orders given to him or her by a member of the academic or support services staff;
- b) the traffic and parking rules of the University;
- c) the rules prescribed for the use of University libraries;² and
- d) the Code of Conduct for use of Computer Facilities of the University.³

R.4

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 –
 - i) in a place where smoking is prohibited by the University;
 - ii) in any lecture, seminar, or tutorial; or
 - iii) in any laboratory.

¹ See Rule 18 of the Rules for Student Discipline. Copies of the Rules are available from the Student Affairs Office and the Legal Office.

² The rules for library usage are displayed in all the University libraries and/or on faculty noticeboards. A copy of the rules may be obtained from any University librarian.

³ Copies of the Code may be obtained from the Computer Centre, the University libraries or any faculty office.

- 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 chemical substance which alters behaviour, except for a substance prescribed for that student by a registered health professional.
- e) reproduce or distribute copies of notes provided by the University or taken at any lecture, seminar or tutorial, without the written consent of the member of staff concerned.
- f) use a cellular telephone during any lecture, seminar, tutorial, laboratory session, examination or where such use is specifically prohibited.

R.5

- a) 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 other person within the precincts of the University, any firearm of any kind (e.g. a rifle, shotgun, automatic shotgun, automatic rifle, semi-automatic rifle, pistol, revolver, automatic pistol, target pistol, air-rifle, air-gun or air-pistol) without the written permission of the Registrar.
- b) Whenever a student (whether with or without the permission of the Registrar or his or her nominee) brings a firearm within the precincts of the University, he or she shall forthwith hand it into the safekeeping of any employee of the University in the Security Division who has been charged by the University with the safekeeping of firearms.
- c) No student shall, without the permission of the Registrar or his or her nominee, bring within the precincts of the University, or have in his or her possession or control, or supply or dispose of to any other person within the precincts of the University, any of the following: a panga, flick knife, sheath knife, clasp knife with a blade capable of being locked, dagger, sword, swordstick, bayonet, knuckleduster, nunchaku, trisectional staff, throwing-star, baton, cosh, spear, assegai, club, knobkerrie, slingshot, catapult, crossbow, bow, sjambok, quirt, whip, riding crop, teargas canister, hand-grenade, detonator, dynamite or other explosive device, firecracker, rocket, flare, flaregun, rifle-grenade, device primarily used for the giving of an electric shock, stun gun, or any other dangerous object that is ordinarily used for the infliction of bodily harm.
- d) 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 student to be used, for the infliction of bodily harm.

R.6

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 or any other activity of the University;
- d) taking flags, banners, posters, weapons or dangerous objects into meetings;
- e) throwing any object during a meeting; or
- f) disruption of a meeting.

R.7

If any information or matter that relates, directly or indirectly, to the affairs or business (whether

educational or otherwise) of the University, or any of its constituent parts, is conveyed, transmitted or otherwise disclosed in confidence 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 compelled by law to do so.

Traffic and Parking Rules



P.1

A student who wishes to bring a vehicle onto campus is required to make himself 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 Parking Office in Senate House Basement 1, Room 1116. 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 the main campus, the Education Campus or at the Medical School, provided the vehicle, other than a motorcycle, displays an approved sticker or permit which has been purchased or otherwise acquired from the relevant Parking Office.

P.3

A student is obliged to apply for a permit in person at the Parking Office, 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 a fine of R1500 and/or 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 Parking Office.

P.5

Students (other than those in the category 'special need') authorized 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/disable 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; and
- l) Failing to report an accident

P.11

Students with disabilities who require special parking consideration must register with the Disability Unit. **The Disability Unit is situated in Senate House, Ground Floor, Room 0100. Their contact details are 011 717 9152/7 or Alfred.Tlou@wits.ac.za.**

Students /staff who make use of wheel chairs will be allowed to apply for their parking permit at the Disability Unit. Students who, on medical grounds, require special parking consideration must contact **Sister Yvonne Matimba**, Head of Campus Health & Wellness Centre (CHWC) with relevant medical documentation supporting their request. **CHWC contact details are 011 717 9113 or Yvonne.Matimba@wits.ac.za.** Sister Matimba will assess the application and make recommendations to the Parking Manager.