



UJ STUDENT REGULATIONS

1. COMPLIANCE WITH REGULATIONS

- 1.1 When students sign their university registration form, they subject themselves to the rules and regulations of the University.
- 1.2 All staff members share the responsibility of ensuring that students comply with the rules and regulations of the University.
- 1.3 Formal disciplinary measures may be implemented by the Vice-Chancellor, the Student Disciplinary Committee and other disciplinary bodies, in accordance with the procedure prescribed in the Regulations for Student Discipline.
- 1.4 A student commits a transgression if he/she transgresses any rule of these regulations or any University rule.

2. GENERAL CONDUCT

- 2.1 A student commits a transgression if he/she commits the following:
 - 2.1.1 Dishonest behaviour.
 - 2.1.2 Violent behaviour.
 - 2.1.3 Indecent behaviour.
 - 2.1.4 Any behaviour that harms or may harm the honour or good name of others.
 - 2.1.5 Any behaviour that constitutes the elements of common-law or statutory crimes.

3. CONDUCT WITH REGARD TO THE UNIVERSITY

- 3.1 In terms of the Higher Education Act (Act no. 101 of 1997 as amended) the University of Johannesburg is a higher education institution. Students' conduct must at all times and in all circumstances be worthy of such an institution and may not discredit the University or obstruct the observance of order and discipline.
- 3.2 Students must conduct themselves everywhere and at all times in such a way that they do not disrupt order and discipline at the University in any way.
- 3.3 A student commits a transgression if he/she commits the following:
 - 3.3.1 Supplying essentially false information about the University or make a false declaration concerning the University.
 - 3.3.2 Making statements to the press or any other organisation in which students maintain that they are acting on behalf of the University.
 - 3.3.3 Behaviour that discredits the good name of the University.
 - 3.3.4 Behaviour that may bring the University into disrepute.

4. CONDUCT WITH REGARD TO OTHERS

- 4.1 Students must respect the human dignity of their fellow-students at all times.
- 4.2 Students must refrain from undisciplined conduct towards staff.
- 4.3 A student commits a transgression if he/she commits the following:
 - 4.3.1 Threatens, coerces or intimidates any other person or participates in intimidating action in a way that infringes or might infringe upon their rights.
 - 4.3.2 Threatens another student with injury, damage or reprisal in order to induce such a student to act or refrain from acting in any particular manner.
 - 4.3.3 Obstructs or attempt to obstruct employees or visitors in the performance of their duties.
 - 4.3.4 Sexually harasses any other person.
 - 4.3.5 Acts in a racist manner towards any other person.
 - 4.3.6 Refuses to obey a valid instruction by a person in authority.
 - 4.3.7 Encourages fellow students or any other persons to conspire with another person to contravene any of the rules of the University.
 - 4.3.8 Help other students to commit or conceal a transgression.

5. CONDUCT WITH REGARD TO THE ACADEMIC PROCESS

- 5.1 Students may neither organise nor participate in student action if such action might:
 - 5.1.1 cause damage or injury to other people, or violate their rights; or
 - 5.1.2 disrupt, or otherwise represent a seriously detrimental interference with, the academic work of other students or staff, or the orderly functioning of the University.
- 5.2 A student commits a transgression if he/she disrupts or prevents the process of education.
- 5.3 Students must attend all lectures, group classes, seminars, tutorials, practical classes and excursions as determined in the relevant programme regulations.
- 5.4 Students must complete all their prescribed work and write all tests. In case of illness students must submit an acceptable medical certificate.
- 5.5 Students must comply with the regulations pertaining to the control of examinations and class tests.
- 5.6 During a class test or examination, students may not:
 - 5.6.1 help or try to help other students;
 - 5.6.2 obtain or try to obtain help from other students;
 - 5.6.3 obtain or try to obtain information or help from any written source or other means except that which is expressly permitted by the invigilator or the relevant lecturer;
 - 5.6.4 assist another student in contravening a regulation, or fail to take reasonable precautions to ensure that other students will not have access to their work;
 - 5.6.5 cause a disturbance in or in the proximity of the test or examination venue, or conduct themselves in an improper or unbecoming manner;
 - 5.6.6 disregard the instructions of the invigilator.
- 5.7 Students may not submit any written assignment/essay to a lecturer for assessment if they have included the entire work or considerable sections of essentially unchanged excerpts from the work of another student or from another source without recognition of the source and of the extent of the inclusion thereof, and without compliance with specific departmental referencing principles and rules for the particular assignment/essay, where applicable.

6. ORGANISED STUDENT ACTIVITY

- 6.1 **Demonstrations and protest**

6.1.1 A student's right to organise demonstrations is recognised. If students want to organise a march, demonstration, protest action or similar event, they must apply for such action in writing to the Director: Student Life and Governance at least five (5) working days before the date of the action. In considering the application, the Director: Student Life and Governance takes into account whether or not the action might:

6.1.1.1 cause damage or injury to other people, or violate their rights; or

6.1.1.2 disrupt, or otherwise represent a seriously detrimental interference with, the academic work of other students or staff, or the orderly functioning of the University.

6.1.2 No mass or protest actions in the form of unlawful processions, meetings, boycotts, occupation of venues or any other area will be permitted.

6.1.3 No protest in any form against an individual will be permitted.

6.2 **Meetings and functions**

6.2.1 A student's right to hold a meeting or function on campus is recognised. If students wish to organise a meeting or function on campus, they must – in addition to the other requirements set out in the appropriate policy documents – apply for this in writing to the Director: Student Life and Governance at least five (5) working days before the date of the event. In considering the application, the Director: Student Life and Governance will take into account whether or not the event might:

6.2.1.1 cause damage or injury to other people, or violate their rights; or

6.2.1.2 disrupt, or otherwise represent a seriously detrimental interference with, the academic work of other students or staff, or the orderly functioning of the University.

6.2.2 No meeting or function may be organised without the written consent of the Director: Student Life and Governance.

6.3 **Distribution of publications**

6.3.1 A student's right to distribute documents and publications on campus is recognised. If students wish to distribute documents and publications on campus, they must apply for this to the campus Student Representative Council (SRC). In considering an application, the campus SRC will take into account whether or not the distribution of documents and publications might:

6.3.1.1 cause damage or injury to other people, or violate their rights; or

6.3.1.2 disrupt, or otherwise represent a seriously detrimental interference with, the academic work of other students or staff, or the orderly functioning of the University.

6.3.2 If students wish to distribute a publication containing the name of the University outside the University, they must apply for this to the campus SRC. In considering such an application, the campus SRC will take into account the conditions stated in section 6.3.1.

6.3.3 Any publication for which students are responsible may only be published if authorised as in 6.3.1.

6.4 **Petitions**

6.4.1 The student's right to draw up and deliver a petition is recognised. The right to draw up a petition may be revoked if it might:

6.4.1.1 cause damage or injury to other people, or violate their rights; or

6.4.1.2 disrupt, or otherwise represent a seriously detrimental interference with, the academic work of other students or staff, or the orderly functioning of the University.

6.4.2 Petitions must be drawn up in accordance with the relevant policy documents.

6.5 **Use of University premises**

6.5.1 A student's right to make use of the halls, rooms, premises and sports fields of the University is recognised. If students wish to make use of University premises for an activity related to the organised student life, they must apply for this according to the prescribed procedure. When considering applications for functions to be held, the Director: Student Life and Governance or Director: Accommodation, depending on the organisation to which the applicant belongs, takes into account whether or not they might:

6.5.1.1 cause damage or injury to other people, or violate their rights; or

6.5.1.2 disrupt, or otherwise represent a seriously detrimental interference with, the academic work of other students or staff, or the orderly functioning of the University.

6.5.2 After the Director: Student Life and Governance or the Director: Accommodation has approved the holding of a function, the relevant authority considers the application for the use of the venue by taking into account the availability of the venue and the University's programme.

6.5.3 Venues must be booked according to the prescribed procedure.

6.5.4 Students may not use University property without due permission.

6.6 **Notice boards**

6.6.1 A student's right to make use of notice-boards is recognised. If students wish to make use of the notice-boards, they must apply for this to the campus SRC. In considering the application, the campus SRC takes into account whether or not the action might:

- 6.6.1.1 cause damage or injury to other people, or violate their rights; or
- 6.6.1.2 disrupt, or otherwise represent a seriously detrimental interference with, the academic work of other students or staff, or the orderly functioning of the University.
- 6.6.2 Notices may be put up on approved notice-boards only, unless permission has been granted by the Executive Director: Operations for notices to be put up in other places as well.
- 6.6.3 The quantity and size of the notices that are put up are subject to the restrictions set by the campus SRC.
- 6.6.4 Notices that are put up on notice-boards without the appropriate stamp of approval of the office of the campus SRC will be regarded as illegal notices.
- 6.6.5 Students may not deface a notice by markings of any kind.

6.6 Funds and fundraising

- 6.6.1 A student may not financially mismanage or misappropriate funds of the University, or funds under the control of the University, and may not spend such funds without accounting for such expenditure in terms of the University's financial policy.
- 6.6.2 Any student may initiate a fundraising action on behalf of a University student organisation in accordance with the provisions laid down by the Director: Student Life and Governance or the Director: Accommodation, depending on the organization the applicant belongs to.
- 6.6.3 The written authorisation of the Director: Student Life and Governance or the Director: Accommodation must be obtained before such action may be initiated.
- 6.6.4 The right to raise funds may be revoked if it might:
 - 6.6.4.1 cause damage or injury to other people, or violate their rights; or
 - 6.6.4.2 disrupt, or otherwise represent a seriously detrimental interference with, the academic work of other students or staff, or the orderly functioning of the University.

7. RIGHT OF ADMISSION

- 7.1 The Council of the University of Johannesburg reserves the right of admission of students to the University.
- 7.2 Before students of other South African universities are permitted to study at the University of Johannesburg, they are required to submit a certificate of good conduct and a full official academic record.

- 7.3 Students must at all times have their student cards ready to produce them while on the University premises.
- 7.4 Students may not allow any other person to use their student card for any reason whatsoever.
- 7.5 All students must leave the campus during periods that the University is officially closed, except if other arrangements with the relevant University authorities have been made.
- 7.6 Students may not occupy or be present upon any property or premises owned or controlled by the University after being requested to leave such property or premises by an employee acting in the course and scope of his or her duties.

8. ACCESS TO INFORMATION

- 8.1 Students may not obtain or try to obtain access to the University's data files or to the central information system, in particular, to which they are not allowed access.
- 8.2 Students may use the information technology offered by the University for academic purposes only.
- 8.3 A student may not transgress the user code for the information technology campus network. According to the user code each user undertakes to ensure that there is no unauthorised use or abuse of the University's resources and services. A student is responsible for all communication undertaken under his/her username. The unauthorised use or abuse includes the following, but is not limited to it:
- 8.3.1 the provision of any official UJ or personal login codes and passwords to any other person;
 - 8.3.2 unauthorised use of software;
 - 8.3.3 interception of network traffic;
 - 8.3.4 transgressions of copyright rules, as set in national and international copyright acts, treaties and agreements;
 - 8.3.5 unauthorised use of facilities for personal financial or any other profits;
 - 8.3.6 the playing of unauthorised computer games;
 - 8.3.7 ownership, disclosure or viewing of pornographic material unless it is related to approved and/or *bona fide* research;
 - 8.3.8 intentional or negligent distribution or development of computer viruses;
 - 8.3.9 establishment of services such as file, WWW and email servers without the necessary authorisation or approval (including abuse of registered University domain names and IP addresses);

- 8.3.10 linking any apparatus to the network without the written approval of the Information Technology Division;
 - 8.3.11 removal or exchange of computer equipment without the approval of the Information Technology Division;
 - 8.3.12 changing or extending network equipment without the approval of the Information Technology Division;
 - 8.3.13 attempts at unlawfully obtaining the login codes and passwords of other users; and
 - 8.3.14 intentional or negligent disclosure of confidential information, including salary and other financial information.
- 8.3 A student may not use indecent or insulting language in electronic mail or electronic discussion groups.

9. ALCOHOL

- 9.1 Students are not allowed to use alcohol in areas of the University that are not designated for such use.
- 9.2 Students commit a transgression if they contravene the rules and regulations of the University as a result of alcohol abuse.

10. PROHIBITED DEPENDENCE-FORMING DRUGS

Students may not illegally possess, use or distribute any prohibited dependence-forming drugs as described in the Drugs and Drug-smuggling Act, No. 140 of 1992, on any property or premises owned or controlled by the University or on any official tour or excursion of the University. Students must not be found to be under the influence of drugs in any of the said places.

11. THEFT AND RELATED TRANSGRESSIONS

- 11.1 Students may not - intentionally, negligently or without permission - remove any property of the University or of any other person.
- 11.2 Students may not commit fraud or theft, or participate in any action that constitutes an element of dishonesty.

12. DAMAGE TO PROPERTY

- 12.1 Students may not intentionally or negligently destroy, damage or deface any building, furniture, equipment, books or other property owned or controlled by the University or any other person.
- 12.2 Students may not in any way write, draw or scratch on the walls or pillars of the University or on other parts of University property.

12.3 Raids in any form are strictly prohibited and no student may participate in raids.

13. FIREARMS

13.1 Students may not have a firearm in their possession while on the University premises.

13.2 Day-students who wish to bring their firearms with them on campus must leave them with Protection Services for safe keeping.

13.3 Residence students must store their firearms in a safe in the residence or at Protection Services.

14. TOURS AND TRAVELLING

14.1 Trips, tours and camps occurring in the name of the University may be organised only with the permission of the relevant authority, which in the following cases are as follows:

14.1.1 Academic: the head of the appropriate department.

14.1.2 Sport: the head of the Sport Bureau.

14.1.3 Members of residences or day-houses: the Director: Accommodation.

14.1.4 Other student organisations: the Director: Student Life and Governance.

14.2 The relevant authorities as in 14.1 must nominate and/or approve a tour manager or camp custodian beforehand.

14.3 Rules with regard to conduct in these regulations also apply to student conduct during any official University tour or excursion, or occasion on which students represent the University.

15. TRAFFIC AND PARKING RULES

15.1 Students are subject to the traffic and parking rules set by the University.

15.2 No unauthorised vehicles will be allowed on the University premises.

16. SMOKING

Students may not smoke during lectures or in examination halls, or in any other place where smoking is prohibited by the University authorities.

17. INDUCTION PROGRAMME

17.1 During the orientation period for first-year students, the residence and day-houses offers induction programmes for a period determined by the Director: Accommodation, with the express purpose of familiarising newcomers with the new circumstances and environment so that they may acquaint themselves with academic and social matters as soon and as effectively as possible. The

Director: Accommodation must approve such a programmes. The approved programmes are implemented by the respective student life managers and house committees, subject to the control of the Director: Accommodation.

- 17.2 Guidelines for the implementation of the induction programme are set out in a separate document.
- 17.3 Initiation in any form whatsoever or unofficial orientation of new first-year students is forbidden.
- 17.4 Interference with first-year students (with the exception of the programme set out in section 17.1) at an organised or individual level at any time whatsoever, or any direct or indirect physical abuse, or any form of psychological harm or humiliation of a first-year student is a serious offence.

18. STUDENT INFORMATION

- 18.1 Students must immediately notify the biographics department in writing of any change of address.
- 18.2 In keeping with University policy, the names and addresses of final-year and honours students will be provided to *bona fide* employment organisations and for purposes of experiential learning placement, except in the case of students who request the Registrar in writing to remove their names and addresses from such lists.
- 18.3 The addresses or personal particulars of University of Johannesburg students are not supplied to external organisations or people without the approval of the Registrar.
- 18.4 If students have suffered from a contagious or an infectious disease or have been in contact with such a disease, they must submit to the Registrar a medical certificate stating that they may return to the University without any danger of infecting others.

19. PARTICIPATION IN SPORT

Students who participate in sport do so at their own risk, and the University is in no way liable for any consequence of sports activities.

20. OUTSIDE PEOPLE ON CAMPUS

- 20.1 Outside people or external organisations may with the permission of the appropriate authority of the University:
 - 20.1.1 make use of the student notice-boards;
 - 20.1.2 hold meetings and functions on campus;
 - 20.1.3 distribute publications on campus;
 - 20.1.4 appear on campus as speakers;

- 20.1.5 make use of University halls/rooms.
- 20.2 Any student organisation wishing to invite persons from outside the University to speak on a campus must, before such an invitation is extended, obtain approval from the Director: Student Life and Governance or the Director: Accommodation, depending on the organisation.
- 20.2 Permission to carry out any of the actions set out in 20.1 may be refused or revoked if there is reason to believe that they might interfere with the academic work of other students or staff members or with the functioning of the University, or on the basis of the non-availability of facilities, or owing to cost or other practical implications.
- 20.3 If outside people wish to sell items on campus, permission must be obtained from the relevant authority.
- 20.4 The use of University premises by outside people or organisations is subject to the payment of the prescribed fees and the provisions laid down for the use of University premises.

21. AMENDMENT

- 21.1 These regulations must be reviewed by the Division of Student Affairs at least every five years.
- 21.2 All amendments to these regulations must be commissioned by the Executive Director: Student Affairs.

Recommended by Senate on 14 May 2007
Approved by Council on 20 September 2007