



Welcome Guide
Elsenburg Agricultural Training Institute

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1. USEFUL CONTACT INFORMATION

1.1. Student administration section

Office hours for enquiries: Mondays to Fridays, 08:00 to 16:30

Correspondence should be directed to:

Head: Student Affairs

Elsenburg Agricultural Training Institute

Private Bag X1

ELSENBURG

7607

Elsenburg website: www.elsenburg.com

Tel. Number: +27 21 808 5451

Fax number: +27 866879255

Via e-mail:

- General enquiries should be directed to: DOA.Study@westerncape.gov.za
- Financial enquiries should be directed to: DOA.Accounts@westerncape.gov.za

1.2. Hostel

Office hours for enquiries: Mondays to Fridays, 08:00 to 16:30

Correspondence on matters relating to Elsenburg residences should be directed to:

Head: Hostel

Elsenburg Agricultural Training Institute

Private Bag X1

ELSENBURG

7607

Elsenburg website: www.elsenburg.com

Tel. Number: +27 21 808 5451

Fax number: +27 866879255

2. ELSENBURG AGRICULTURAL TRAINING INSTITUTE

2.1. Introduction

Elsenburg's history dates back to 1698 when the land was allocated to Samuel Elsevier by Willem Adriaan van der Stel, governor of the Cape Colony at the time. The farm's successive owners, of whom Martin Melck is probably the best known, built it up to become one of the premier farms in the Cape. Martin Melck built the beautiful old manor house in 1761. The farm was sold to the government by the Myburgh family in 1898.



On 1 September 1898 the Agricultural College, the first of its kind in South Africa, opened its doors. Five students received their diplomas at the end of the first academic year, June 1899. During the first 14 years of its existence the average number of students was 44. During the First World War there was a drastic reduction in applications, with only eight students studying there in 1915.

In 1926 Elsenburg College of Agriculture and the University of Stellenbosch amalgamated and a two-year diploma course was offered at Elsenburg, with the primary aim of training prospective farmers. In 1927 this course was replaced with a one-year course, which was replaced by practical courses in 1931. In 1939 the two-year diploma course was reinstated. Elsenburg's 47-year relationship with the university was severed in 1973 and the Department of Agriculture took on the responsibility for agricultural training at Elsenburg. An important milestone in 1976 was the establishment of the Diploma in Cellar Technology. Many of South Africa's winemakers today received their agricultural training at Elsenburg.

In 1994, with the transformation to a democratic government in South Africa, the Department of Agriculture: Western Cape was created and the Elsenburg and Kromme Rhee colleges of agriculture amalgamated. The amalgamation placed a great responsibility on the Department of Agriculture to continue and expand the training offered. A Centre for Further Education and Training was therefore created to address the need for short, practical courses.

The relationship with the University of Stellenbosch was also reinstated and since 2004 Elsenburg has been offering a B.Agric programme in association with the University of Stellenbosch's Agriscience Faculty.

This development is in line with the government's new academic policy to give tertiary students more mobility between educational institutions. The duplication of programmes is also eliminated. The Elsenburg College of Agriculture was renamed the Elsenburg Agricultural Training Institute on 1 April 2004.

2.2. Registration

A detailed **registration guideline** will be provided to all first year students prior to registration.

2.2.1 Final acceptance

All first-year students must obtain **final acceptance** before being permitted to register.

The following documentation is required for final acceptance:

- ID document
- Advice of Results and/or Grade 12 certificate (regardless of whether or not you completed Grade 12 prior to 2023)
- If you have completed the International School System (Cambridge International, etc.) please include a certified copy of your final school results and an evaluation by the South African Qualifications Authority (SAQA).
- If you have followed or obtained degrees or diplomas from other universities or Institutes include a certified copy of your academic record and a certificate of conduct.

For **International Students**, in addition to the above documentation (where applicable), you are required to submit the following documentation:

- A study permit (receipts will not be accepted) made out for the Elsenburg Agricultural Training Institute.
- All school leaving results/ academic records
- Your passport
- Proof of comprehensive medical aid cover (valid for 12 months) and valid in South Africa

Note: *The procedure for submission of final acceptance documentation will be communicated in the registration guidelines. If it becomes apparent at registration that a student does not satisfy the minimum admission requirements, he/she will not be admitted.*

2.2.2. Minimum admission requirements

2.2.2.1. B.Agric Programme

- A National Senior Certificate (NSC) as certified by Umalusi with admission to bachelor's degree studies,
- An aggregate of at least 55% (the subject Life Orientation is not used for the calculation of the average),

In addition to the general admission requirements, the following is required for admission to the programmes:

- 4 (50%) for Afrikaans or English (Home Language or First Additional Language)
- AND**
- 4 (50%) for Mathematics or 5 (60%) for Mathematics literacy **AND**
 - 4 (50%) for Physical Sciences **OR**
 - 4 (50%) Life Science **OR**
 - 4 (50%) Agricultural Sciences

PLUS one of the following subjects as recommended for admission by the Institute, also on at least a 4 (50%):

- Business Studies, Dramatic Arts, Economics, Geography, History, Religious Studies, Information Technology, Engineering Graphics and Design, Music, Accountancy, Consumer Studies, Visual Arts or Languages (1 language of learning and teaching at an higher education institution and 2 other recognized language subjects)

Life Orientation does not count as a subject for admission to the B.Agric Degree programme.

2.2.2.2. Diploma in Agriculture Programme

- 3 (40%) for Afrikaans or English (Home Language or First Additional Language)
- AND**
- 3 (40%) for Mathematics **OR** 4 (50%) for Mathematics literacy **OR** 4 (50%) for Technical Mathematics **AND**
 - 3 (40%) for Physical Sciences **OR**
 - 3 (40%) Life Science **OR**
 - 3 (40%) Agricultural Sciences **OR**
 - 4 (50%) for Technical Science

PLUS one of the following subjects as recommended for admission by the Institute, also on at least a 3 (40%):

- Business Studies, Dramatic Arts, Economics, Geography, History, Religious Studies, Information Technology, Engineering Graphics and Design, Music, Accountancy, Consumer Studies, Visual Arts or Languages (1 language of learning and teaching at an higher education institution and 2 other recognized language subjects)

Life Orientation does not count as a subject for admission to the Diploma in Agriculture programme.

2.2.2.3. Equine Studies

National Senior Certificate/Grade 12

2.2.3. Academic Advice

Find out about your curriculum (study fields, groups, modules, etc.) by viewing the prospectus for the particular programme that you intend on registering for. The prospectus can be downloaded here: <https://www.elsenburg.com/> or if you have any specific academic related enquiries, kindly send an email to DOA.Study@westerncape.gov.za.

2.2.4. Student Card

Each student who registers for the first time is given an Elsenburg Agricultural Training Institute student card (photo identity and access card) at no cost. The information related to the issuing of student cards will be communicated to you in the registration guidelines.

Students registering for the B.Agric programme who require a Stellenbosch University student card may purchase the card through the Stellenbosch University. This fee is payable directly to Stellenbosch University.

2.3. Accommodation

After completing the academic registration, all resident students are allocated their rooms in the hostel.

Students will be placed and allocated in such a way that it will contribute positively to the formation of sound, diverse communities that will in turn contribute to optimal growth and development and to eventual success academically and socially.

- No shifts from residence or rooms will be permitted without the approval of the placement committee.

Rooms and furniture are in a good and satisfactory condition. You will be required to sign receipt of these items. On signing for these items you also accept responsibility for these items. Any breakage or removal of items is prohibited. In such event the person responsible to pay your accounts will be held liable for replacing or payment of these items. It is important that students take responsibility for the furniture and accessories in the room and that no unauthorised changes to the room/ furniture will be made. In case of any damages (doors included), the costs of repair/ replacement will be recovered from students. Lost room keys will be replaced by students. Rooms should be in a tidy condition and disciplinary

action will be taken if you are in breach of aforesaid. Further transgressions of the above may lead to expulsion from the residences.

All rooms in residences are equipped with basic furniture:

- a bed,
- mattress,
- cupboard,
- desk,
- a chair and blinds/ rails with curtains.

Please note:

No bedding (sheets, blankets, pillows or towels) are provided.

What to bring to residence

Please **do** bring your own bedding (duvet, duvet cover, sheet, pillow, pillow case etc.) and towels. You **must** also bring a strong padlock for your cupboard (a 40 mm Viro or Cisa with at least two keys are recommended). In addition, you may bring a desk lamp (essential), rug, coffee mugs, cutlery, Tupperware containers, radio, rubbish bin or any small reasonable items that will make you feel at home.

Laundry and housekeeping

Centralised laundry facilities are available in all residences (please bring own washing powder etc.). Housekeeping services are provided in all residences. All the public areas and bathrooms are cleaned daily. Students make their own beds and should keep their rooms clean.

Important to note the following:

- You need to apply annually for residence.
- Residence students are required to inform the Residence Head of any pre-existing medical or psychological conditions for which treatment and/or medication has been prescribed in the last 12 months when booking into residences. This information will be held in the strictest of confidence, but will be accessed in the event of a medical or other emergency by the relevant staff member.
- All rooms must be accessible at any time to authorised departmental staff.
- A room will be presented to the student, at which stage the student will be required to sign an 'inventory' confirming the state of the room. After evacuation, the room will be inspected by the responsible staff member(s). In case of any discrepancy with the inventory form, damages will be recovered from the student's account.

- Only one student is allowed to occupy a single room and two students in a double room.
- Family members such as children, siblings, parents, spouses, cousins, etc. and friends are not allowed to cohabit in residences.
- Students who wish to stay longer for second examinations or other reasons must apply in writing to the Administrative Officer: Residence to obtain permission for further accommodation. Requests must be properly motivated.
- You may not use an electrical appliance which draws more than one kilowatt.
- Only single power plugs or multi-plug distributors with SABS-approved trip switches may be used in 15 amp wall sockets. All other forms of power distribution, such as dual plugs, temporary wiring and the like, are strictly prohibited. Only one device with a proper three-wire cord will be permitted per socket in a multi-plug distributor. No switchboards, trip switches or permanent electrical wiring may be tampered with. No equipment that may pose a fire or other risk will be permitted in rooms.
- Any electrical or other equipment deemed to be a nuisance will be confiscated.
- Only one fridge per student (up to a maximum of 150 litres) will be permitted per room.
- Any items such as traffic signs, information signage, shopping trolleys, flower boxes and waste bins that are not the property of the residence or the Institute are strictly prohibited in any area of the residence or on the relevant premises, irrespective of whether these were used, bought, exchanged or donated.
- Do not bring extra furniture. No TV's are allowed in rooms.
- No furniture may be removed from rooms or any other venues at the residences without the permission of the Residence Head or the staff member responsible for residence supervision.
- No equipment may be removed from the dining hall or any other venue at the residence without the permission of the Residence Head or the staff member responsible for residence supervision.
- Please bring your own cutlery and crockery. Due to the COVID pandemic and renovations in the hostel kitchen and dining hall, meals must be collected at the TV room that is the temporary dishing area. Washing stations will be available to wash dishes.
- No food may be prepared in rooms or on verandas or balconies. No two plate stoves are allowed in the rooms. Only fan heaters are allowed.
- No alcohol or the consumption thereof will be allowed in the rooms.
- No illegal substances will be allowed on campus or in the rooms.
- Students may not keep pets in any residence.
- The Institute will not be liable for the loss or damage of residents' property, and residents will be personally responsible for arranging the necessary insurance cover.
- Fire extinguishers are placed in predetermined positions in residences and may only be used in the case of fire.

- Emergency equipment such as fire extinguishers, fire hydrants and the contents of emergency plan boxes may under no circumstances be misused or tampered with. Such transgressions will be punishable by immediate eviction.
- Any form of obstruction such as bicycles, motorcycles, etc., in corridors and thoroughfares, is strictly prohibited.
- The unauthorised stacking of waste paper, cardboard or any flammable material in any room of the residence is prohibited.
- For safety reasons, occupants of residences will be required to remove all their belongings from their rooms and leave all cupboard doors open prior to their departure for the end-of-year holiday or any other break for which the Institute may require the rooms. Wherever practicable (excluding the December/January holiday), the Residence Head in consultation with the staff member responsible for residence supervision will designate an appropriate room where students' belongings may be stored. Storage will only be provided for properly packaged and identified items.

Any transgressions of the above may lead to immediate expulsion from the residences.

Meals

- An activation fee is payable on the day of registration. These funds are available for the use of meals immediately.
- Three meals (breakfast, lunch and supper) are served daily.
- Meals are pre-booked online or at the meal-booking machine at least a day in advance, before midnight. Booking for weekends to be done by Thursday at midnight. The student exercises his/ her right by choosing which meals he/ she will be taking. The meal account must at all times have a credit balance. Actual meal credits not taken will be credited to the student's account at year-end or when the student leaves the institution.
- Menus are posted weekly online and on the notice board next to the meal booking station.

2.4. Orientation

In order to familiarise all First Years with its processes and procedures, the EATI has developed a variety of online student orientation presentations to ensure a smooth transition to tertiary studies and progress throughout your academic programme. Detailed information will be communicated to you once you have registered.

The aim of the orientation is as follows:

- To induct first-year students to the process of academic courses, course composition and registration
- To prepare first-year students for the academic, sport, cultural and social programmes at the Elsenburg Agricultural Training Institute
- To introduce first-year students to the organised student and hostel life at the Elsenburg Agricultural Training Institute

The Management of the Elsenburg Agricultural Training Institute is against, and prohibits, any form of initiation. The manner in which first year students are treated is subject to the Bill of Rights as contained in the Constitution (Act 108 of 1996). Please take note of the extracts as contained in the Constitution of South Africa (Act 108 of 1996), which are applicable to all students, with special reference to first-year students at their welcoming function. **(Annexure A)**

2.5. Language

The Elsenburg Agricultural Training Institute of the Western Cape Department of Agriculture facilitates and provides agricultural education to students in the agricultural sector. In order to establish a knowledgeable, prosperous and competitive sector, the Elsenburg Agricultural Training Institute is committed to educate and train all students in the agricultural industry.

Elsenburg Agricultural Training Institute is a multilingual institution that promotes the use of the three official languages of the Western Cape, namely Afrikaans, English and Xhosa. It adheres to the constitutional principle of affording students, lecturers and the public the right to use their language of choice within the parameters of the Western Cape Provincial Languages Act (Act 13 of 1998) and the Western Cape Government Language Policy (2005).

The Language Policy represents a cascading down of the principles set out in the Western Cape Government Language Policy (2005) and the adaptation thereof to suit the specific circumstances at the Institute. It aims to promote diversity and equity by adopting a multilingualism approach in support of all three official languages of the Western Cape, namely Afrikaans, English and Xhosa, but in pursuit of inclusive language use.

*Note: The Language Policy is available on the following website: www.elsenburg.com

2.6. Discontinuation of studies

When a student leaves the college without having completed his/her programme of study, the Head: Student Affairs shall be notified accordingly in writing, together with the reason(s) for the discontinuation of studies. The written notice of discontinuation of studies must be handed in at the Student Administration office. Discontinuing students are also required to complete a Discontinuation of Studies form which is obtainable from the Student Administration Section and or the Finance Section.

If the written notice of discontinuation of studies states no date of discontinuation, the date of receipt of such notice shall be used for the purpose of calculating the outstanding amount.

Any student (excluding students registered for year modules) who discontinues his/her studies **after 31 March in the first semester** OR **after 31 August in the second semester** of the academic year for which he/she registered, shall also be liable for the full study fees owing. Students who are registered for year modules i.e. Diploma in Agriculture Year 3 modules, who discontinue his/her studies **after 31 March**, shall be liable for the full study fees owing.

The possible refund of any amount rests with the college.

2.7. Prescribed notes/books

Prescribed notes and textbooks will be available from the relevant subject lecturers. Most of the notes are included in the course fees.

2.8. Parking

No motor vehicle may be kept on campus without prior permission. Vehicles are kept and parked at the owner's risk. Registration of a motor vehicle is a prerequisite for parking on EATI grounds but does not guarantee a parking bay.

Parking for students living in residences:

- iii A disk displaying the registration number of vehicle and allocated parking bay must be issued to a student;
- iv Vehicles which are parked in these areas must display the applicable disk;
- v Vehicle must be parked in dedicated space only.

ALLOCATION OF PARKING AREAS

Bays 1 – 12, 43 - 72 female students

Bays 73 – 124 senior students

Bays 125 – 158 day students

Bays 13 – 42 all other students

Parking for emergency vehicles & loading zones will be reserved.

2.9. Library

The library is situated on the first floor of the residence building, just above the dining room. It is a special library, focusing on agriculture and its related fields. The library is open during normal working hours from 08:00 -16:30 and on Tuesdays to Thursdays until 20:30 (only during the terms of the Institute). A fully computerised library catalogue of books, articles, journals, full-text documents etc. is available and can be accessed via the library page on the student server. Library personnel will assist students with literature searches for assignments if needed. Students are allowed to borrow books for a period of two weeks at a time. The library has a facility for photocopying, printing and scanning of documents. Computers and study cubicles are available for student use. The library does not provide stationary for students use.

2.10. Official correspondence

All official correspondence with the EATI will be with the registered student **ONLY** and no other parties. The student must identify and provide details of a next of kin on the day of registration. The institution will only communicate with the next of kin in the case of an emergency or relevant matter.

Students will receive an official email account and only this account will be used to communicate with the student electronically. Upon registration, all students will be given a user-ID and a password. These credentials will be used to log on to the internet and Learning Management System (Moodle). Official communication will be via email. It is expected that communication will be received, read and responded to.

NOTE:

1. *Students will be requested to sign a document of agreement and understanding of the abovementioned during registration.*
2. *In line with the POPI Act of 2021, which is a new all-inclusive piece of legislation that safeguards the integrity and sensitivity of private information, the Elsenburg Agricultural Training Institute undertakes to manage the data capturing and storage processes and usage of personal information of its clients within the lawful framework as set out in the Act. **South Africa's Protection of Personal Information Act (POPIA) took effect on July 1, 2020 and enforcement began on July 1, 2021.***

2.11. Test and examination concessions

Applications from individual students to be allowed extra time to write tests and examinations should be submitted well in advance to the **Student Administration Office**, preferably as early as during the first year of study of the student, although in all cases, with a view to the examinations, before **1 May** for the **June Examinations** and before **1 October** for the **November Examinations**.

Students who apply for concessions such as extra writing time, scribes or any other specialised technology for the writing of tests and examinations must provide detailed and recent (three years and less) supplementary information and documentation from a professional practitioner, which may include an appropriate medical practitioner, psychologist, psychiatrist, eye specialist or occupational therapist, depending on the nature of the disability or condition that motivates why concessions are required and why it is necessary to support the student.

A complete description of the problem is required and, where applicable, the battery of psychometric instruments that were completed should be indicated. All supplementary documentation that is not older than three years will be assessed thoroughly for consideration of the required support in accordance with our internal processes for the facilitation of support.

A concession that was granted in the past such as the matric exams does not imply an automatic extension of it to the tertiary level.

2.12. Module Exemption

Students who have completed and obtained credit for a module towards a qualification at another Institute may be eligible for exemption from a similar or equivalent module at the EATI. Applications for module exemption should be submitted to the **Student Administration Office** by the published due date for applications.

All applications must be completed on the prescribed form and accompanied by documentary evidence of previous studies or the application will not be considered. Evidence should be in the form of certified copies and should include:

- An official Academic Transcript (original or certified copy).
- A Full Course Description. An extract from the institution's handbook is usually not sufficient.

3. PRACTICAL INFORMATION

3.1. Responsibility for personal progress

At Tertiary Education level far more study is expected of the student than was the case at Secondary/High School level. **This fact cannot be overemphasised.** Students are expected to take full responsibility for their studies. We will endeavour to create the most favourable study environment possible. Lecturers merely act as facilitators of the learning process and are not the only source of information.

The Management and lecturers at Elsenburg are very concerned about each student's satisfactory study progress. Students who experience difficulties with their studies are expected to report this to the lecturer concerned or the Faculty Manager for the necessary student support. Students are encouraged to make use of this service.

3.2. Academic Rules

Students should be fully conversant with the Academic Rules of the Institute as well as the requirements for readmission. The Academic Rules will be provided to all students at registration. All students are expected to comply with these rules at all times to ensure and maintain our high standards.

3.3. Physical Safety

Although the Elsenburg campus is regarded as a safe campus and every precaution is taken to ensure the physical safety of every student, new students are advised to familiarise themselves with the rules and regulations in respect of safety. Students must be vigilant at all times and will be informed of measures they have to put in place to help ensure the safety of themselves and their property. Students who leave entrance doors open and switch off smoke detectors not only compromise the biometric and emergency systems but also endanger their own and other students lives and belongings. Students are encouraged to wear student cards at all times. This will ensure that security can identify them.

3.4. Insurance of personal belongings

Students are responsible for the insurance of their personal belongings against fire or theft. The Institute cannot accept responsibility for any losses. It is the student's responsibility to ensure the safety of his/her belongings.

3.5. Alcohol and Drug Abuse

From experience, we are aware of the far-reaching repercussions that alcohol and drug abuse has for many young people. The rules of the Institute will be strictly applied in the case of offenders, as we will not hesitate to remove such undesirable elements from the student community.

The Institute reserves the right to conduct a search and seize in conjunction with the South African Police Service (SAPS). In the event of any criminal transgression or unlawful possession of illegal substances, the law will take its course.

3.6. Vandalism

Elsenburg is proud of the unique study environment offered to students. Facilities are continuously being extended to accommodate more students. However, funds are extremely limited and the cost of building and maintenance of infrastructure is extremely high. No vandalism or destructiveness will be tolerated. Students will be held liable for any damage to the Institutes property and costs will be added to the student's account. Students making themselves guilty of these transgressions will be brought before a disciplinary hearing and can be expelled if found guilty.

3.7. Academic Performance/HEMIS Credits

HEMIS is an acronym for Higher Education Management Information System and is used to determine continuation of study and re-admission. One HEMIS credit equals the minimum number of module credits required in a particular year of study of a programme. A student, at the end of every year of study, who has not obtained the number of HEMIS credits required for the programme he/she is registered for, in terms of a Sliding Scale, shall not be further admitted as a student.

3.8. Clothing

Students are expected to be neatly and suitably attired at all times. Bare feet are not permitted in classes or during practicals. During certain practical classes, the wearing of overalls and gumboots is compulsory.

3.9. Behaviour

Any unacceptable behaviour by students during their period of study at the Institute on or off campus will be deemed serious and could lead to disciplinary action and in some cases immediate suspension.

3.10. General

The Elsenburg student community is a diverse group where students of different races, cultures, languages and backgrounds meet. We strive to ensure harmony within this diverse community. Commitment to this aspiration by everyone is therefore of extreme importance.

We thank you sincerely for your assistance in the above matters.

4. STUDENT MATTERS

4.1. Student Representative Council (SRC)

The function of the Student Representative Council (SRC) is to represent the students concerns, interests (including academic, financial, residential, and sporting) and to engage the Institute management on behalf of students.

4.2. Societies and organisations

Societies, organisations and students must apply in writing for the use of the name and/or logo of the Institute on any clothing and/or promotional items to the Manager Administration and Support Services.

4.3. Sports

Rugby

Elsenburg participates in the Stellenbosch Residence League as well as in the annual PANNAR Agricultural Colleges Rugby Tournament.

Soccer

Elsenburg participates in the Stellenbosch Residence League as well as in the annual NACSANO Sports Week.

Netball

Elsenburg netball team participates in the Stellenbosch Residence League as well as in the annual NACSANO Sports Week.

Cricket

Elsenburg participate in the Stellenbosch Residence League. Student can also register to participate in the Maties Cricket League.

Golf

Elsenburg golf team participate in the annual PANNAR Agricultural Colleges tournament. Student can also register to participate in the Maties Golf League.

ADDENDUM

Annexure A

Extracts as contained in the Constitution of South Africa (Act 108 of 1996), which are applicable to all students:

1. In respect of Rights:

Article 7 (1) The Bill of Rights is the cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom.

Article 7 (2) The State must respect, protect, promote and fulfil the rights in the Bill of Rights.

Article 7 (3) The rights in the Bill of Rights are subject to the limitations contained or referred to in section 36, or elsewhere in the Bill.

For the guidance of first year students this implies the following:

Democratic values like freedom, equality and human dignity must be respected and promoted by Seniors and House Committee members at all times. This means that first year students must be treated on equal terms and that they have the right to the respect and protection of their innate dignity. The basis of the right to human dignity is that no one may be treated as a mere object under the control of another.

2. In respect of Equality:

Article 9 (1) Everyone is equal before the law and has the right to equal protection and benefit of the law.

Article 9 (2) Equality includes the full and equal enjoyment of all rights and freedoms. To promote the achievement of equality, legislative and other measures designed to protect

or advance persons or categories of persons, disadvantaged by unfair discrimination, may be taken.

Article 9 (3) The state may not unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth.

Article 9 (4) No person may unfairly discriminate directly or indirectly against anyone on one or more grounds in terms of subsection (3). National legislation must be enacted to prevent or prohibit unfair discrimination.

Article 9 (5) Discrimination on one or more of the grounds listed in sub-section (3) is unfair unless it is established that the discrimination is fair.

For the guidance of first year students this implies the following:

All students are equal and have the right to equal protection. There will be no unfair discrimination directly or indirectly against anyone for one or more of the following reasons:

- Race
- Gender
- Ethnic / social origin
- Colour
- Sexual orientation
- Age
- Disability
- Religion
- Culture
- Language

People could also be discriminated against for reasons other than those mentioned above. Discrimination in respect of the above is unfair and unacceptable.

3. In respect of human dignity:

Article 10 Everyone has inherent dignity and the right to have their dignity respected and protected.

4. In respect of freedom and security of the person:

Article 12 (1) Everyone has the right to freedom and security of his/her person, which includes the right:

- (a) not to be deprived of freedom arbitrarily or without just cause;
- (b) not to be detained without trial;
- (c) to be free from all forms of violence from either public or private sources;
- (d) not to be tortured in any way; and
- (e) not to be treated or punished in a cruel, inhuman or degrading way.

Article 12 (2) Everyone has the right to bodily and psychological integrity, which includes the right:

- (f) to security and control over their body

For the guidance of first year students this means:

No Senior or House Committee member may expose a student to any form of violence. It is also not permissible to subject a student to verbal abuse. The physical and psychological dignity of the student must be upheld.

5. In respect of slavery, servitude and forced labour:

Article 13 No one may be subjected to slavery, servitude or forced labour.

For the guidance of first year students this means:

Students are not permitted to perform any type of forced labour, such as doing odd jobs for seniors.

6. In respect of privacy:

Article 14 Everyone has the right to privacy, which includes the right not to have:

- (a) their person or home searched;
- (b) their property searched;
- (c) their possessions seized; or
- (d) the privacy of their communications infringed upon.

For the guidance of first year students this means:

No Seniors or House Committee members may search a student or confiscate his/her personal belongings.

7. In respect of language and culture:

Article 30 Everyone has the right to use the language, and to participate in the cultural life of their choice, but no one exercising these rights may do so in a manner inconsistent with any provision of the Bill of Rights.

For the guidance of first year students this means:

No one may be prevented from communicating in his/her own language or from practising his/her religion according to his/her own traditions.

Students who ignore the above-mentioned rules could be liable for expulsion and/or have legal steps taken against them.

The management will take all necessary measures to ensure that the human rights and dignity of the students are maintained. Should you at any time feel that your rights have been violated, please report this to the Student Affairs Office immediately so that the necessary steps can be taken to eradicate such unacceptable behaviour.

Compiled by Elsenburg Agricultural Training Institute
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