



Western Cape
Government



RULES AND REGULATIONS

ELSENBURG AGRICULTURAL TRAINING
INSTITUTE

MANUAL FOR ELSENBURG STUDENTS

The Elsenburg students, who form a relatively closed community, enjoy a great deal of personal freedom. However, certain rules are necessary in order to create an orderly community. The main function of most of these rules is to ensure the smooth running of both academic and social activities and to maintain and expand the good name of the Institute. There are a number of authoritative structures that, both individually and collectively, have to take care of the interests of the various sections of the community when these rules are applied.

AUTHORITATIVE STRUCTURES AND MAINTENANCE OF DISCIPLINE

1. STUDENTS

Students Themselves

In most cases, the self-respect of individual students, together with their loyalty towards the Institute, is enough to make a stand against licentiousness and bad behaviour that could damage their own names, as well as that of the Institute.

Fellow Students

Informally, each student exercises a measure of authority over the actions of fellow students.

2. SPORTS ORGANISATIONS AND CLUBS

Function

The representative or management committee of each particular sport is responsible for the maintenance of discipline and compliance with the domestic rules of the organisations and clubs.

Action

Minor offences are handled by the representatives or Executive Committees of the organisations and clubs by means of internal disciplinary measures, such as barring the use of amenities and facilities and exclusion from teams or events. Serious

offences must be reported immediately in writing to the Director: Higher Education and / or Further Education and Training for further ruling.

3. **HOUSE COMMITTEE**

Function

The House Committee acts as a representative body for the students and, as such, is a link between the Elsenburg students and other parties, such as the management and staff of the Institute, the Stellenbosch students, etc.

Action

With the assistance of subcommittees and in consultation with other interested parties, the House Committee will organise and co-ordinate the non-academic activities of the Elsenburg Agricultural Training Institute.

In consultation with the Director: Higher Education and / or Further Education and Training and the Boarding Master, the House Committee will also maintain discipline, investigate offences, determine the seriousness thereof, administer punitive measures or decide on further actions.

Disciplinary Measures Instituted by House Committee

The following disciplinary measures should serve as a guideline for actions to be taken:

Where a student has committed a relatively minor offence the House Committee member concerned will address and/or warn the offending student. Formal warnings are entered in a special Offences Book with the knowledge of the student.

Further minor offences and/or offences of a more serious nature, are handled by the House Committee who are entitled to impose an appropriate monetary fine or to restrict the student's participation in specific activities. These decisions must be noted in the Offences Book.

Serious offences must be reported to the Boarding Master and / or the Director: Higher Education and / or Further Education and Training.

4. **LECTURERS AND INSTRUCTORS**

Functions

The lecturers or instructors have full control during a lecture or practical and must ensure that discipline is maintained and that the rules are complied with. Lecturers or instructors must identify offenders and, if possible, evaluate the level of the offence. Any uncertainty or doubt should be brought to the attention of the Director: Higher Education and / or Further Education and Training.

Action

Minor offences are handled by the lecturers or instructors concerned themselves. Serious or repeated offences are reported in writing to the Director: Higher Education and / or Further Education and Training for further action.

5. **BOARDING MASTER**

Function

The Boarding Master is responsible for the maintenance of discipline in the hostel and its surrounds and he must ensure that the rules are observed.

Action

Minor offences are handled by the Boarding Master and he has the right to impose an appropriate fine. Serious or repeated offences are referred to the Director: Higher Education and / or Further Education and Training for further action.

6. **DIRECTOR: HIGHER EDUCATION AND / OR FURTHER EDUCATION AND TRAINING**

Function

The Director: Higher Education and / or Further Education and Training is primarily responsible for the maintenance of discipline on all levels of the Institute. All disciplinary problems and offences are referred to him / her for information, investigation and action, depending on the level of the offence. Offences must be reported immediately.

Action

Director: Higher Education and / or Further Education and Training evaluates the level of the offence and determines what action is necessary. Action can range from no action or a verbal warning to written warnings issued to the student or his / her parents. Offences of a serious nature are referred to the Executive Committee of the Institute for further action. In the case of offences, the Director: Higher Education may impose an appropriate fine.

Conclusion

- i) All complaints and rulings are entered in the personal file of the student concerned.
- ii) An appeal against the Director: Higher Education and / or Further Education and Training must be made in writing and directed to the Chief Director: Structured Agricultural Training via the Disciplinary Committee of the Institute.

7. THE DISCIPLINARY COMMITTEE OF THE INSTITUTE

Function

The Disciplinary Committee of the Institute, as constituted by the Chief Director: Structured Agricultural Training, acts as disciplinary committee for the Institute. All serious offences are referred to them for investigation, evaluation and to determine the punishment. The chairman of the student council and / or head student may be requested to attend a disciplinary meeting.

Action

The Disciplinary Committee of the Institute meets for disciplinary action as soon as possible after the Director: Higher Education and / or Further Education and Training has determined the seriousness of the offence. The Disciplinary Committee of the Institute fully considers all available evidence and determines which punitive measures will be applied. In cases where the punitive measures would restrict the freedom of the student, the Chief Director: Structured Agricultural Training must approve them before they are applied. Suitable notification must be given of all offences and punitive measures that are applied.

8. CHIEF DIRECTOR: STRUCTURED AGRICULTURAL TRAINING

Function

In his / her capacity as Chief Director: Training, he / she may attend all meetings of the Disciplinary Committee at which serious offences are discussed.

All disciplinary measures that restrict the freedom of the individual must be reported to the Chief Director: Structured Agricultural Training. He / she also has the right to amend or set aside recommendations made by the Disciplinary Committee.

9. GENERAL GUIDELINES FOR ACTION

It is impossible to spell out all offences with the appropriate disciplinary measures that could be applied. However, the following measures are applicable:

- 9.1 Informal warnings (verbal or in writing)
- 9.2 Formal written warning (with or without copies to parents)
- 9.3 Fines
- 9.4 Curtailment of liberties / restriction of freedom
- 9.5 Barring from facilities (eg. access to sportsfields, house dances, club facilities, etc)
- 9.6 Penalisation of marks (only for academic offences and absence from lectures, practicals, tests and examinations)
- 9.7 Termination of studies
- 9.8 Expulsion
- 9.9 Handing over to the law

Comment

When determining an appropriate punitive measure, factors such as previous offences, the circumstances in which the offence occurred and the attitude of the accused may be taken into account.

10. APPEAL

Should an offender wish to lodge an appeal against a ruling in respect of the above penalties, the following procedure must be followed:

An appeal against a ruling of a member of the Student Council or House Committee must be submitted within seven days, in writing, to the Student Council Chairman, the Head Student, the Boarding Master or a member of the Disciplinary Committee of the Institute for consideration.

An appeal against a ruling of the student council, hostel committee, the management committee of a subclub, the Boarding Master or a lecturer must be submitted within seven days, in writing, to the office of the Director: Higher Education and / or Further Education and Training for consideration by the Disciplinary Committee of the Institute.

An appeal against the ruling of the Director: Higher Education and / or Further Education and Training or the Disciplinary Committee of the Institute must be submitted within seven days, in writing, to the office of the Institute for consideration by the appeal committee, which will be convened by the Chief Director: Structured Agricultural Training. Co-opted persons, who in the opinion of the Chief Director: Structured Agricultural Training should make a contribution, may also form part of the appeal committee. The ruling of the appeal committee is final.

STANDARDISED RULES FOR THE ELSENBURG AGRICULTURAL TRAINING INSTITUTE

1. The minimum entry requirement to the Elsenburg Agricultural Training Institute is a Senior Certificate and one of the subjects Biology, Science or Mathematics or an equivalent qualification for the Higher Certificate; a Senior Certificate with matriculation exemption or an equivalent qualification and one of the subjects Biology, Science or Mathematics as well as a 50% minimum aggregate is required for entry to the B-Agric programme; Grade 9 for the NQF level 1 Learnership and Grade 12 for the NQF level 4 Learnership.
2. At registration, every student must complete the following standardised undertakings and authorisations. (See appendices to application form).
 - 2.1 Undertaking
 - 2.2 Indemnity
 - 2.3 Application for a motor vehicle (where applicable)
 - 2.4 Certificate of Health
 - 2.5 Emergency Operation (or a written submission against an emergency operation)
3. Students are obliged to pay the prescribed fees within three days of the beginning of a semester or to personally make the necessary arrangements for an extension or payment by means of instalments with the Finance Department.
4. A student must comply with the prescribed pass requirements in order to graduate. (See document for pass requirements)
5. The Management of the Institute has the right to
 - 5.1 compile or amend internal rules and regulations;
 - 5.2 impose an appropriate fine for an offence against such rules and regulations; or
 - 5.3 ask a student to leave the Institute or to expel a student should
 - 5.3.1 he / she have a record of poor academic achievement;
 - 5.3.2 his / her behaviour be detrimental to the good name of the Institute; or
 - 5.3.3 he / she be guilty of a serious misdemeanour.

6. Contravention of the following specific rules could also lead to expulsion:
- 6.1 Committing a criminal offence within or outside of the grounds of the Institute.
 - 6.2 Dishonesty during tests and examinations (this includes taking notes into the examination room, as well as prescribed books and crib notes).
 - 6.3 Damaging State or private property (including fire-fighting equipment).
 - 6.4 Interfering with the work of officials or employees (on the campus or in the hostel).
 - 6.5 Generally poor behaviour within or outside of the grounds of the Institute.
 - 6.6 Alcohol or drug abuse within or outside of the grounds of the Institute.
 - 6.7 Reckless and / or negligent driving within or outside of the grounds of the Institute
 - 6.8 Repeated contravention of internal (domestic) rules.

ELSENBURG AGRICULTURAL TRAINING INSTITUTE

DOMESTIC RULES AND DISCIPLINARY MEASURES

A. RULES OF THE INSTITUTE

1. GENERAL

It is expected of all students to discipline themselves in such a way that they do not cause any disturbance. This includes actions such as punctuality, silence in classes and practicals, refraining from making insulting comments against personnel, fellow-students and members of the public, obscene language and any other form of unacceptable behaviour on and off the campus.

Students must at all times comply with the authority and decisions of the person in control, eg. the lecturer or instructor at classes or practicals, the Boarding Master, student council or house committee. Even if the student does not agree with a decision made by the person in control, he / she must abide by it. However, he / she has the right to appeal against such an action (see paragraph 10 on p. 6)

1.1 Behaviour

1.1.1 Norms

The generally accepted norms of civilised behaviour, such as moral standards, honesty, politeness, spirit of co-operation, punctuality, refined use of language and neatness, apply strictly to this Institute and these standards are expected of all students at all times.

1.1.2 Deviant Behaviour

Whenever anyone deviates from these standards, firm action will be taken against them without hesitation. Offences such as indecent behaviour, theft, drunkenness, breaking the law with regard to drugs, defying authority, the use of obscene language, gambling, etc., are considered to be very serious.

No alcoholic beverages may be brought onto the grounds of the Institute or be consumed there without the permission of the Chief Director: Structured Agricultural Training or the Boarding Master (refer to paragraph 4.6 on p. 14).

1.2 Neatness

1.2.1 Personal Neatness

On the premises or away from the Institute, all students must always have a clean and neat appearance with regard to clothing, hairstyles and beards. An untidy appearance will not be tolerated.

1.2.2 Clothing

Students must be decently dressed during lectures, tests, examinations and in the dining hall. Bare feet are not allowed. Suitable work clothes are to be worn to practical classes, as stipulated by the Act for Occupational Health and Safety. For the various sports the stipulated clothing for the sport concerned are to be worn.

1.2.3 Maintenance of Neatness in Buildings and on the Grounds

It is expected of every student to help to maintain the neatness of buildings and the environment. Use must be made of rubbish bins or other receptacles that are provided for the disposal of waste or garbage. The littering of paper, messing with water, or any disorderly behaviour is strictly forbidden in lecture rooms and other buildings.

1.3 Study and meal Fees payable to the Institute

Study and meal fees are payable in advance per semester. Students must personally make the necessary arrangements for an extension or payment by means of instalments with the Finance Section of the Department of Agriculture: Western Cape. A penalty fee and / or interest may be levied in the case of late payment.

1.4 Protection of Property

1.4.1 Protection or Loss of State and other Property

No damage may be inflicted on State property or any other property. Any damage to property that has been placed in the charge or co-charge of a student must be reported immediately to the member of personnel in charge where the incident occurred. The student will be personally responsible for compensation for any such damage incurred.

The wilful damage to State or private property is a very serious offence that could lead to expulsion. (See para. 6.3 on p. 7)

1.4.2 Fire Extinguishing Equipment

Fire extinguishers and other similar apparatus are there for the safeguarding of State property and the students' possessions and must on no account be tampered with. Violations involving fire extinguishing equipment will be viewed in a very serious light.

1.4.3 Smoking

For the sake of safety, neatness, general orderliness, as well as for the accommodation of non-smokers, smoking is restricted to certain designated areas. Smoking is forbidden in the dining hall, lecture rooms, stables, dairy, feed stores, sheep and wool sheds, fuel depots, anywhere that tractors or vehicles are refuelled or any other places that may be designated. Please do not throw around cigarette stubs as this creates a bad image of the Institute.

1.4.4 The unauthorised removal or displacement of any article, animal or product from sections, lecture halls, the hostel or grounds of the Institute is strictly forbidden. This type of offence can be reported to the police for investigation and further action. Also, please do not move any furnishings as indicated on room inventories.

1.4.5 Firearms

No firearms of any sort whatsoever are allowed. Should a student, due to extraordinary circumstances, need to bring a firearm onto the campus, prior consent from the Chief Director: Structured Agricultural Training must be obtained.

1.5 Pets

Pets may not be kept on the campus and / or hostel rooms.

1.6 Vehicles

1.6.1 Permission

Permission to keep power-driven vehicles will be considered and approved at the beginning of the academic year. This concession may be withdrawn in the case of an infringement of the rules of the Institute. It is compulsory for all students to furnish the Boarding Master and / or Director: Higher Education and / or Further Education and Training with an identification of their vehicles on the prescribed form for the use of a vehicle on the campus.

1.6.2 Parking

The designated parking area will be the only place where vehicles may be parked. Unauthorised parking is punishable with a fine or the withdrawal of the concession (see 1.6.1).

1.6.3 Traffic Rules

All traffic rules, especially speed limits, must be strictly obeyed. Because one is driving in a residential area, one must at all times drive carefully and vigilantly and take into account children who are traversing or playing on the grounds. The speed limit which is in force in respect of the Elsenburg access and through road is 60 km/h and must be adhered to strictly.

Action will be taken against persons who make an unnecessary noise or who cause a disturbance with vehicles. Under no circumstances may vehicles be driven in places other than the normal roadways or streets.

Contravention of these rules could, amongst other things, cause students to forfeit their right to keep or drive a vehicle on the campus.

1.6.4 Maintenance of Neatness

The buildings, parking area and the allocated car wash area, must be kept neat and clean at all times. Vehicles may not be washed elsewhere on the farm. No fuel, oil, spares, tyres or parts for cars, motorbikes or bicycles may be brought into the hostel or any other building or left lying around in the parking area. Relatively large sports equipment such as boats, surfboards, etc., may not be stored in any building without permission.

1.6.5 Lending of Vehicles

The lending of vehicles is discouraged. Should problems occur, the owner of the vehicle will be held responsible if it is not possible to identify the driver.

1.7 Injury

1.7.1 During Class Time

Injuries must be reported via the lecturer or instructor to the Director: Higher Education and / or Further Education and Training who will arrange further action.

1.7.2 During Organised Extramural activities

The personnel representative concerned, substitute or captain will take the necessary action to obtain transport or medical services. He / she will report to the Director: Higher Education and / or Further Education and Training or the Boarding Master as soon as possible.

1.7.3 During Any Other Time

Director: Higher Education and / or Further Education and Training, the Boarding Master or Matron must be informed as soon as possible.

1.7.4 Liability

The State does not accept any liability for injuries. (See indemnity section on the application form)

1.8 Interference with Personnel

Unacceptable interference with personnel will not be tolerated under any circumstances. Complaints about labourers and cleaners must be reported to the Boarding Master or the relevant responsible official.

2. **RECREATION**

2.1 Sport

Various sports can be practised and each has its own domestic rules that have to be complied with. No organised sport is allowed on the campus on Sundays or other religious holidays.

2.2 Social Club

Provision is made for full-time students to obtain membership to the social club but this is subject to the payment of additional membership fees as determined from time to time. First year students are excluded from membership until after the carnival. The stipulated rules of the club must be strictly observed, especially with regard to access, behaviour and times when the amenities are available.

3. **STUDY TIMES**

Out of mutual respect, students are requested to maintain reasonable silence at all times to ensure orderly residence and to allow one another sufficient time for study. After 22:00 no noise in the hostel will be tolerated. This also includes the excessively loud radios, etc. Ipods in the hostel and campus must be used under the same conditions.

B. HOSTEL RULES

4.1 Residence

4.1.1 Reporting

At the beginning of the year students must report to the Matron or Boarding Master for the allocation of rooms and before they may take up residence. Where necessary, a compulsory key deposit will be charged.

4.1.2 Time at which One may Take up Residence

Students may only take up residence from 14:00, ie after lunch at the beginning of a semester.

4.1.3 Swapping of Rooms

Students may not swap rooms with each other without obtaining prior permission from the Boarding Master. Under no circumstances may furniture or bed linen be removed from the rooms. This ruling is seen in a very serious light.

4.1.4 Accountability

On arrival at the hostel and whenever a student changes rooms, it is in his / her own interest to check the room for any breakages or missing items. Should there be any damage or shortages, these must be reported to the Boarding Master immediately.

4.1.5 Residence Outside Official Semester Periods

Students must vacate the hostels during all official vacations. Only during compulsory practical classes or tours that take place during holidays, will students be allowed to stay on in the hostels. This applies only to those periods. No exceptions will be made.

4.1.6 Consultation Times

Except in the case of an emergency, the Boarding Master and Matron are not available between 22:00 and 07:00.

4.1.7 No visitors may consume meals in the hostel or stay overnight without the prior permission of the Boarding Master. Where permission is, in fact, granted, the prescribed fees must be paid.

A student can be held accountable for the behaviour of his / her visitors, including the costs of repairs should property be damaged.

4.2 Amenities

4.2.1 Electrical Equipment

The only electrical appliances that may be used are a closed, purchased heater (no more than 1000 watts per room), a radio, razor and a reading lamp. These appliances must be plugged into the available power points and only approved electrical adaptors may be used. No homemade appliances may be used. Special approval must be obtained from the Boarding Master for other appliances. No interference with the electrical power and lighting system is allowed. Electricity must not be wasted and appliances and lights must be switched off when not in use. This also applies to the lights in passages and bathrooms.

4.2.2 Laundry

Washing machines and tumble-driers have been installed in central areas in the hostels for use by students. Students are kindly requested to mark all clothing, handkerchiefs and towels clearly with their initials and surnames followed by a capital E. Only the prescribed washing powder may be used in the washing machines.

4.2.3 Money and Valuables

No liability will be accepted for the loss of money or any possessions that have been stored in the rooms or left lying around elsewhere. Although no liability will be accepted, any losses or thefts must be reported to the Boarding Master.

4.2.4 Duties

It may be expected of every student to perform duties from time to time for the benefit of the student group. These duties include, for example, fetching the post, answering the telephones and switching off the lights late at night.

4.2.5 Entertainment of Guests

Visitors are not allowed to stay over in the hostel without permission.

4.2.6 Fires

Fires may not be made, meat braaiied or food prepared in hostel rooms, and passages or on the balconies. Any braai equipment found in rooms and passages or on the balconies will be confiscated. No "braaiing", except at the students "braai" area is allowed.

4.2.7 Illness or Injury

Any student who is ill or injured must report immediately to the matron or Boarding Master.

4.3 Neatness in Rooms

All students are personally responsible for the neatness of their rooms. Beds must be made every morning before classes commence. Motorbikes and bicycles are not allowed in the passages and rooms.

4.4 Decoration of Rooms (refer to r.1.4 and 1.4.1)

Framed and mounted photographs, etc., that are evidence of good taste, may be hung. Nails and other objects may not be driven into walls or any woodwork and no objects such as pictures may be attached to the walls or cupboards by means of adhesives. Dartboards are not allowed in rooms. No pornographic photographs may be displayed on walls or behind doors. The collection and exhibition of wine bottles in hostel rooms is not allowed.

4.5 Dining Area

4.5.1 Times

Meals are normally served at the following times:

WEEKSDAYS

Breakfast	:	07:15
Lunch	:	12:30
Supper:		18:00

The times of meals may be adjusted according to circumstances. Punctuality at mealtimes is essential and any student who arrives late may have to forfeit the meal. No meals will be provided without prior reservation.

4.5.2 Behaviour (refer to 1.2.1 and 1.2.2)

All students must be clean and neatly dressed and must behave in an orderly manner during mealtimes. Students are not allowed into the dining room without proper footwear or wearing their nightwear.

4.5.3 Meals in Rooms

No food, crockery or cutlery may be removed from the dining room. Meals will be served in the rooms of students who are ill. Students are not allowed in the kitchen without the approval of the matron.

4.5.4 Complaints

All complaints in respect of cleaners or labourers, must be reported to the Boarding Master (refer to 1.8. Interference with Personnel).

4.5.5 Booking of Meals

Students pay for their meals in advance according to a fixed tariff. They book their meals at the booking point. Their meals accounts are debited according to every meal that they book and take. If they do not arrive for meals, the meals are forfeited and their accounts are debited for the appropriate meal tariff, plus a penalty fine.

4.5.6 Containers

Students must supply their own containers for coffee, tea or milk that is provided between regular meals.

4.5.7 Social Functions

Social functions must be organized in consultation with the Boarding Master and the matron who will consider and approve such functions.

4.6 Alcoholic Beverages

No alcoholic beverages may be brought into the hostel or kept and used there, without prior permission by the Director: Higher Education and / or Further Education and Training or the Boarding Master. Should permission not be granted, any alcoholic beverages that are found will be summarily confiscated. Violation of this rule could lead to further disciplinary action or immediate expulsion.

4.7 Breakages

Breakages in the hostel, e.g. windowpanes, door handles, fittings, etc., must be reported without delay to the house committee member concerned or the Boarding Master. The perpetrator will be held responsible for the replacement costs. Should it not be known who was responsible for the damages, the cost of replacement will be recouped from the house fund (refer to 1.4.1).

4.8 Windows (refer to 1.4.1, 4.1.4 and 4.4)

Nobody may sit in or climb through the windows. When rooms or halls are vacated for long periods, windows and doors must be secured to prevent damage by rain and wind and possible theft. The occupants of every room are responsible for the windows in their rooms and the occupants of every floor of the hostel are jointly responsible for the communal facilities.

5. **GENERAL**

5.1 Student Telephones

It is in students' own interest to treat telephones with care and to follow the correct dialling procedures.

5.2 Faulty Electrical Apparatus

Any faulty electrical apparatus (e.g. wall plugs, light switches, etc.) must be reported immediately to the Matron or Boarding Master so that it can be reported for repairs. Light bulbs that have blown can be taken to the matron to be exchanged for new ones.

5.3 Supervision in the Hostel

House committee members in conjunction with the Boarding Master and Matron are responsible for the proper maintenance of discipline and times of silence in the hostel. Fellow students also have the authority to maintain discipline, to a certain extent, of other students.

6. **OFFENCES**

6.1 Warning

Apart from this notice of the rules and regulations, which is given to all students, no further warning is required.

- 6.2 Disregard of rules and commands will be dealt with according to the disciplinary procedures as set out in the section on the line of command and maintenance of discipline.
