



Western Cape
Government

ELSENBURG AGRICULTURAL TRAINING INSTITUTE

RULES AND REGULATIONS



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Western Cape Department of Agriculture | Programme: Agricultural Education and Training
Rules and Regulations (Elsenburg Agricultural Training Institute)



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**ELSENBURG AGRICULTURAL TRAINING INSTITUTE:
RULES AND REGULATIONS**

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.

1. AUTHORITATIVE STRUCTURES AND MAINTENANCE OF DISCIPLINE

1.1. STUDENTS

1.1.1. STUDENTS AS INDIVIDUALS

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 names, as well as that of the Institute.

1.1.2. FELLOW STUDENTS

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

1.2. SPORTS ORGANISATIONS AND CLUBS

1.2.1. 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.

1.2.2. 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 Agricultural Skills Development for further ruling.

1.3. STUDENT REPRESENTATIVE COUNCIL

1.3.1. FUNCTION

The Student Representative Council (SRC) 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, etc.

1.3.2. ACTION

- With the assistance of subcommittees and in consultation with other interested parties, the SRC will organise and coordinate the non-academic activities of the Elsenburg Agricultural Training Institute;
- In consultation with the Director of Higher Education and/or Agricultural Skills Development and the Residence Head, the SRC will also maintain discipline, investigate offences, determine the seriousness thereof, administer punitive measures or decide on further actions.

1.3.3. DISCIPLINARY MEASURES INSTITUTED BY STUDENT REPRESENTATIVE COUNCIL

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

- Where a student has committed a relatively minor offence the SRC member concerned will address and/or warn the offending student;
- A record of formal warnings is kept by the Residence Head.

Serious offences are reported to the Residence Head and/or the Director of Higher Education and/or Agricultural Skills Development.

1.4. LECTURERS AND INSTRUCTORS

1.4.1. 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 of Higher Education and/or Agricultural Skills Development.

1.4.2. ACTION

- Minor offences are handled by the lecturers or instructors concerned themselves;
- Serious or repeated offences are reported in writing to the Director of Higher Education and/or Agricultural Skills Development.

1.5. RESIDENCE HEAD

1.6. FUNCTION

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

1.7. ACTION

- Minor offences are handled by the Residence Head and he/she has the right to impose an appropriate fine.
- Serious or repeated offences are referred to the Director of Higher Education and/or Agricultural Skills Development for further action.

1.8. DIRECTOR: HIGHER EDUCATION AND/OR AGRICULTURAL SKILLS DEVELOPMENT

1.8.1. FUNCTION

- The Director of Higher Education and/or Agricultural Skills Development 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.

1.8.2. ACTION

- The Director of Higher Education and/or Agricultural Skills Development 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.

1.8.3. CONCLUSION

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

1.9. THE DISCIPLINARY COMMITTEE OF THE INSTITUTE

1.9.1. FUNCTION

- The Disciplinary Committee of the Institute, as constituted by the Chief Director: Agricultural Education and Training, acts as the Disciplinary Committee for the Institute;
- All serious offences are referred to the Disciplinary Committee for investigation, evaluation and to determine the punishment;
- The chairperson of the SRC may be requested to attend a disciplinary meeting.

1.9.2. ACTION

- The Disciplinary Committee of the Institute meets for disciplinary action as soon as possible after the Director of Higher Education and/or Agricultural Skills Development 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: Agricultural Education and Training must approve them before they are applied;
- Suitable notification must be given of all offences and punitive measures that are applied.

1.10. CHIEF DIRECTOR: AGRICULTURAL EDUCATION AND TRAINING

1.10.1. FUNCTION

- In his/her capacity as Chief Director: Agricultural Education and 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: Agricultural Education and Training. He/she also has the right to amend or set aside recommendations made by the Disciplinary Committee.

1.10.2. ACTION

- It is impossible to spell out all offences with the appropriate disciplinary measures that could be applied. However, the following measures are applicable:
 - Informal warnings (verbal or in writing)
 - Formal written warning (with or without copies to parents)
 - Fines

- Curtailment of liberties / restriction of freedom
 - Barring from facilities (eg. access to sportsfields, house dances, club facilities, etc)
 - Penalisation of marks (only for academic offences and absence from lectures, practicals, tests and examinations)
 - Termination of studies
 - Expulsion
 - Handing over to the law
- 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.

1.10.3. 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 must be submitted, in writing, within five days, to the office of the Chief Director: Agricultural Education and Training;
 - Co-opted persons, who in the opinion of the Chief Director: Agricultural Education and Training, should contribute, may also form part of the appeal committee;
 - The ruling of the appeal committee is final;
 - The outcome of an appeal must be finalised within 10 working days.

2. STANDARDISED RULES FOR THE ELSENBURG AGRICULTURAL TRAINING INSTITUTE

2.1. REGISTRATION

- At registration, every student must complete the following standardised undertakings and authorisations:
 - Contract Waiver and Indemnity Form (Appendix 1)
 - POPIA Consent Form (Appendix 2)

2.2. FEES

- Registration fees as indicated in the tariff register are payable at the day of registration;

- Payment arrangements and for payment by means of instalments must be made with the Western Cape Department of Agriculture: Finance Department.

2.3. GRADUATION

- A student must comply with the prescribed pass requirements in order to graduate. (See document for academic rules)

3. DOMESTIC RULES AND DISCIPLINARY MEASURES

3.1. RULES OF THE INSTITUTE

3.1.1. 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; i.e. the lecturer or instructor at classes or practicals, the Residence Head and the SRC.
- Students must abide to all decisions made by the official in control, even if he/she does not agree with a decision made. However, he/she has the right to appeal against such an action (**see paragraph 1.10.3**);
- The Management of the Institute has the right to:
 - Compile or amend internal rules and regulations;
 - Impose an appropriate fine for an offence against such rules and regulations; or
 - Ask a student to leave the Institute or to expel a student should
 - he/she has a record of poor academic achievement;
 - his/her behaviour be detrimental to the good name of the Institute; or
 - he/she is guilty of a serious misdemeanour.
- Contravention of the following specific rules could also lead to expulsion:

3.1.2. LIST OF SPECIFIC VIOLATIONS THAT COULD RESULT IN SUSPENSION

Violations of these rules could result in suspension. Below are some specific rules, **not limited to**, that, if contravened, might lead to suspension:

Academic Dishonesty

- **Plagiarism:** Copying or attempting to submit another student's work as one's own.
- **Dishonesty during tests and/or examinations:** Using unauthorized resources during exams, assignments, or practical assessments.
- **Fabrication:** Falsifying data, research, or practical logs.

Substance Abuse

- **Drug Use:** Possession, consumption, or distribution of illegal drugs or controlled substances.
- **Alcohol Misuse:** Drinking alcohol in prohibited areas or being under the influence during academic or practical sessions.
- **Smoking:** Smoking in non-designated areas or in proximity to areas where it could pose a fire hazard (e.g., near agricultural equipment or storage).

Disrespectful Behaviour

- **Harassment:** Any form of verbal, physical, or sexual harassment against students, faculty, or staff.
- **Bullying:** Engaging in behaviour that intimidates or bullies other students.
- **Discrimination:** Any act of racial, gender, sexual, or religious discrimination.
- **Violence:** Threatening or engaging in physical violence towards any member of the institution.

Vandalism and Property Damage (including fire equipment)

- **Destruction of Property:** Intentionally damaging property owned by the institution.
- **Theft:** Stealing or misappropriating institutional property, including materials or supplies used in training.

Attendance Violations

- **Chronic Absenteeism:** Excessive unexcused absences from class, fieldwork, or practical sessions.
- **Late Attendance:** Repeated tardiness that disrupts the learning environment, especially for practical or hands-on sessions.

Safety Violations

- **Neglecting Safety Protocols:** Failing to adhere to safety regulations, especially when operating machinery, handling chemicals, or engaging in fieldwork.
- **Failure to Wear Protective Gear:** Not wearing required safety equipment (e.g., gloves, helmets, goggles) in hazardous areas or during risky activities.

Unprofessional Conduct in Practical Settings

- **Insubordination:** Disregarding instructions from lecturers during practical work or training.
- **Unethical Practices:** Engaging in unethical agricultural practices, such as animal cruelty or environmental damage, during training exercises.

Sexual Misconduct

- **Sexual Harassment:** Inappropriate comments, advances, or behaviours of a sexual nature that create a hostile environment.
- **Assault:** Any form of sexual assault or non-consensual contact.

Disruption of Classes or Activities

- **Classroom Disruption:** Persistent disruptive behaviour that interferes with the learning process, such as shouting, use of mobile phones during lectures, or disrespecting instructors.
- **Disruption of Institutional Activities:** Preventing or interfering with the normal operation of agricultural events, field trips, or student gatherings.

Misuse of Technology

- **Unauthorized Access:** Hacking, accessing unauthorized files, or using institution systems for personal or malicious purposes.
- **Inappropriate Online Behaviour:** Posting or sharing inappropriate, offensive, or harmful content about the institution, staff, or fellow students on social media or other platforms.

Violating Field or Laboratory Regulations

- **Improper Handling of Live Animals:** Mistreatment or negligence toward animals used in training.
- **Environmental Damage:** Engaging in activities that cause unnecessary harm to the environment, including polluting water sources or destroying plant life without cause.

Failure to Comply with Institutional Policies

- **Non-Compliance with Dress Code:** Not following the institution's dress code, especially when it involves safety issues in the field or laboratory.
- **Unauthorised Leave:** Taking leave or time off without prior approval, especially during critical training or practical sessions.
- **Violation of Housing Rules:** Breaching housing regulations (e.g., unauthorized guests, noise complaints, or damage to accommodations);
- **Repeated contravention** of internal (domestic) rules.
- Interfering with the work of officials or employees (on the campus or in the hostel);

Unapproved External Activities

- **Off-Campus Behaviour:** Engaging in activities outside the institution's guidelines that reflect poorly on the institution or disrupt its operations (e.g., illegal activity, public disturbances, etc.).
- **Committing a criminal offence** within or outside of the grounds of the Institute;
- **Reckless and/or negligent driving** within or outside of the grounds of the Institute

3.1.3. 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, strictly apply to this Institute. These standards are expected of all students at all times.

3.1.4. DEVIANT BEHAVIOUR

- Whenever anyone deviates from these standards, firm action will be taken against them without hesitation;
- The following offences (not limited to), are considered to be very serious (**see 3.1.2**):
 - Indecent behaviour
 - Theft;
 - Drunkenness;
 - Breaking the law about dealing with drugs and/or using drugs;
 - Defying authority;
 - Using obscene language;
 - Gambling, etc.,

- **No alcoholic beverages may be brought onto and/or consumed on the grounds** of the Institute without the permission of the Chief Director: Agricultural Education and Training or the Residence Head (**refer to paragraph 3.1.18.11.8**).

3.1.5. PERSONAL NEATNESS

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

3.1.6. 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.

3.1.7. 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;
- Rubbish bins or other receptacles that are provided for the disposal of waste or garbage must be used at all times;
- The littering of paper, messing with water, or any disorderly behaviour is strictly forbidden in lecture rooms and other buildings.

3.1.8. NEATNESS IN HOSTEL ROOMS

- All students are personally responsible for the neatness of their rooms;
- Any form of obstruction in corridors and thoroughfares, such as bicycles, motorcycles, etc. is strictly prohibited;
- The unauthorised stacking of waste paper, cardboard or any flammable material in any room of the residence is strictly prohibited.
 - Designated places are available for the storage/stacking of such material for recycling purposes.

3.1.9. STUDY AND MEAL FEES PAYABLE TO THE INSTITUTE

- Study and meal fees are payable in advance per semester;

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- Students must personally make the necessary arrangements for an extension or payment using instalments with the Western Cape Department of Agriculture: Finance Department;
- A penalty fee with interest may be levied if payments are late.

3.1.10. 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 paragraph. 3.1.1)**.

3.1.10.1. FIRE EXTINGUISHING EQUIPMENT

- Fire extinguishers and other similar apparatus are there for the safeguarding of state property and the student's possessions and must NEVER be tampered with;
- Violations involving fire extinguishing equipment is viewed in a very serious light.
- Fire extinguishers will be placed in predetermined locations in residences and may only be removed in the case of a 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 with immediate eviction

3.1.10.2. FAULTY ELECTRICAL APPARATUS

- Any faulty electrical apparatus (e.g. wall plugs, light switches, etc.) must be reported immediately by completing a work request form online or manually which must be placed in the dining hall.

3.1.10.3. REMOVAL OF PROPERTY

- 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;
- It is not allowed to move and/or remove any furnishings as indicated on room inventories.

3.1.11. SMOKING AND VAPING

- For the sake of safety, neatness, general orderliness, as well as for the accommodation of non-smokers, smoking and vaping is restricted to certain designated areas;
- Smoking and vaping is forbidden in the hostel rooms, 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;
- It is not allowed to throw any cigarette stubs around on campus due to the fire risk and the neatness and image of the Institute.

3.1.12. FIREARMS

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

3.1.13. PETS

- No pets may be kept on the campus and/or hostel rooms.

3.1.14. VEHICLES

3.1.14.1. 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 Residence Head and/or Director: Higher Education and/or Agricultural Skills Development with an identification of their vehicles on the prescribed form for the use of a vehicle on the campus (See attached).

3.1.14.2. PARKING

- Parking of vehicles is only allowed in the designated parking area;

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- Unauthorised parking is punishable with a fine or the withdrawal of the concession.

3.1.14.3. TRAFFIC RULES

- All traffic rules, especially speed limits, must be strictly obeyed;
- Because the campus is considered a residential area, students must drive carefully and vigilantly, and take into account students and or staff who are walking on campus;
- The speed limit, which is in force in respect of the Elsenburg access and through road, is 60 km/h and must be strictly adhered to at all times;
- Action will be taken against persons who make unnecessary noise or who cause a disturbance with the vehicle;
- 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.

3.1.14.4. WASHING OF AND/OR MAINTENANCE OF CARS

- 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 from the Residence Head.

3.1.14.5. BORROWING OF VEHICLES

- The borrowing of vehicles is discouraged;
- Should problems occur the owner of the vehicle would be held responsible if it is not possible to identify the driver.

3.1.15. INJURY AND ILLNESS

3.1.15.1. DURING CLASS TIME

- Injuries and/or illness must be reported via the lecturer or instructor to the Director: Higher Education and/or Agricultural Skill Development who will take further action.

3.1.15.2. DURING ORGANISED EXTRAMURAL ACTIVITIES

- The personnel representative concerned, substitute or captain will take the necessary action to obtain transport or medical services;
- He/she must report the incident to the Director: Higher Education and/or Agricultural Skills Development or the Head of Residence as soon as possible.

3.1.15.3. DURING ANY OTHER TIME

- The Director: Higher Education and/or Agricultural Skills Development and/or the Residence Head must be informed as soon as possible.

3.1.15.4. AT HOSTEL

- Any student who falls ill or is injured must report immediately to the Residence Head or Hostel Administration Officer.

3.1.15.5. LIABILITY

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

3.1.16. INTERFERENCE WITH PERSONNEL

- Unacceptable interference with personnel will not be tolerated under any circumstances;
- Complaints about labourers and cleaners must be reported to the Hostel Administration Officer, Residence Head or Manager: Administrative and Training Support Services.

3.1.17. RECREATION

3.1.17.1. 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.

3.1.17.2. SOCIAL CLUB

- The stipulated rules of the club must be strictly observed, especially with regard to access, behaviour and times when the amenities are available.

3.1.18. 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 excessively loud radios, speakers, iPods etc.;

3.1.19. HOSTEL RULES

3.1.19.1. RESIDENCE

- The Residence Head is responsible for informing all students about the house rules (First Year Students during the orientation programme and Senior Students at the first formal House Meeting).

3.1.19.2. REPORTING

- At the beginning of the year students must report to the Hostel Administrative Officer for the allocation of rooms before they may take up 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 during the last 12 months when booking into the residence;
- This information will be held in strict confidentiality but will be accessed in the event of a medical or other emergency, by the relevant staff member.

3.1.19.3. MOVING INTO RESIDENCE

3.1.19.3.1. AT THE BEGINNING OF EACH ACADEMIC YEAR

- First Year Students may only take up residence after successful registration;
- Returning students may only take up residence on the day of registration or the B.Agric, Diploma or Occupational Qualification Programmes.

3.1.19.3.2. AFTER THE JUNE HOLIDAY PERIOD

- Students may move into the hostel a day before classes commence;
- Written permission must be obtained from the Residence Head or Hostel Administrative Office in case of earlier occupation.

3.1.19.3.3. CHANGING OF ROOMS

- Students may not change rooms without obtaining prior permission from the Residence Head;

- Under no circumstances may furniture or bed linen be removed from the rooms;
 - This rule is seen in a very serious light.

3.1.19.4. DECORATION OF ROOMS

- 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 using adhesives;
- Dartboards are not allowed in rooms;
- No pornographic photographs or discriminatory images may be displayed on walls or behind doors;
- The collection and exhibition of wine bottles in hostel rooms are not allowed;
- 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 areas of the residence or on the relevant premises, irrespective of whether these were used, bought, exchanged or donated.

3.1.19.4.1. WINDOWS

- 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.

3.1.19.4.2. ACCOMMODATION OUTSIDE OF OFFICIAL SEMESTER PERIODS

- Students must vacate the hostels during all official vacations;
- In this regard, students will only be allowed to stay in the hostels during compulsory practical classes or tours that take place during holidays;
 - This exception only applies to these periods and no exceptions will be made.
- All students are required to vacate residences within 24 hours after his/her last official examination;
- Any extensions of stay must be requested in writing to the Hostel Administrative Officer;
- For safety reasons, students 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 practically possible (excluding the December/January holiday), the Residence Head in consultation with the authorised departmental staff members responsible for hostel supervision will designate storage space where students' belongings may be stored;
- Items stored must be captured in the storeroom book;
- All items are stored at own risk and the Institute cannot be held liable for any damages to stored items;
- Items that are stored and not collected after three months of storage will be donated to charity.

3.1.19.4.3. MOVING OUT OF THE HOSTEL

- Residence students are required to inform the Residence Head to cancel or move out of residence accommodation in writing and will be liable for the pro-rata fee;
- Failure to do so will result in the student being charged the full amount without recourse for a refund;
- Students must hand in their room keys to the Hostel Administration Officer. Failure to do so will result in the cost being deducted from the student's account.

3.1.19.5. ACCOUNTABILITY

- It is required of students to sign an inventory form confirming the condition and content of the room;
- Should there be any damage and/or shortages, these must be reported to the Residence Head immediately;
- The departmental staff will inspect all rooms during holidays and at the end of the academic year and any loss and/or damages will be recovered from the student's account;
- All rooms must be accessible at any time to authorised departmental staff.

3.1.19.6. CONSULTATION AND VISITOR TIMES

- The Residence Head are not available between 22:00 and 07:00, except in the case of an emergency.
- Visitors are allowed on campus, however no visitors may overnight in the hostel or be on campus later than 22:00;

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- A student will be held accountable for the behaviour of his/her visitors; including the costs of repairs should property be damaged;

3.1.19.7. ELECTRICAL EQUIPMENT

- The only electrical appliances that may be used are fan heaters, electrical razors, reading lamps, one 150L fridge per room and a microwave and air fryer;
- These appliances must be plugged into the available power points;
- 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, and temporary wiring are strictly prohibited;
- Only one device with a proper three-wire cord will be permitted per socket in a multi-pug distributor;
- Switchboards, trip switches or permanent electrical wiring may not be tampered with;
- Equipment that may pose a fire or other risk is not permitted in rooms;
- 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.

3.1.19.8. LAUNDRY AND LINEN

- Washing machines and tumble driers have been installed in central areas in the hostels for use by students;
- No detergents will be supplied;
- Residents are required to provide their own bedding and other linen, including sheets, pillowcases, blankets and towels.

3.1.19.9. 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 Residence Head or SRC members.

3.1.19.10. FIRES AND FOOD PREPARATION

- The making of fires, "braai" and preparation of food in the hostel rooms, passages and balconies are strictly prohibited;

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- Any “braai” equipment found in rooms and passages or on the balconies will be confiscated;
- Students are allowed to “braai” only at the allocated “braai” area;
- No two-plate stoves or televisions are allowed in the rooms

3.1.19.11. DINING AREA AND SERVING OF MEALS

3.1.19.11.1. TIMES OF MEALS

- Meals are normally served at the following times:

WEEKDAYS:

Breakfast	:	07:15 – 07:45
Lunch	:	12:00 – 12:50
Supper	:	18:00 – 18:45

WEEKENDS:

Breakfast	:	08:15 – 08:45
Lunch	:	12:00 – 12:30
Supper	:	17:00 – 18:00

- The times of meals served may be adjusted according to circumstances;
- Punctuality at mealtimes is essential and any student who arrives late may forfeit the meal;
- No meals will be provided without prior reservation;
- Students must provide their containers for coffee, tea or juice that is provided during meals.

3.1.19.11.2. 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.

3.1.19.11.3. MEALS IN ROOMS

- No food, crockery or cutlery may be removed from the dining room;
- Students are not allowed in the kitchen without the approval of the Hostel Administration Officer.

3.1.19.11.4. COMPLAINTS

- All complaints in respect of cleaners or labourers must be reported to the Residence Head or the Hostel Administration Office (**See paragraph 3.1.15**).

3.1.19.11.5. BOOKING OF MEALS

- Payment of the meal activation fee is compulsory;
- Meals must always be booked at least one day in advance;
- Meal accounts are debited according to every meal that is booked and consumed;
- If meals are not collected, they will be forfeited and meal accounts will be debited with the applicable meal tariff;
- Bookings can be made online or at the booking machine outside of the dining hall;
- For special dietary requirements, a medical certificate must be submitted to the Hostel Administration Officer.

3.1.19.11.6. CONTAINERS

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

3.1.19.11.7. SOCIAL FUNCTIONS

- Social functions must be organized in consultation with the Deputy Director: Administration and Training Support Services and/or the Residence Head.

3.1.19.11.8. ALCOHOLIC BEVERAGES

- No alcoholic beverages may be brought into the hostel or kept and used without prior permission by the Director: Higher Education and/or Agricultural Skills Development and/or the Residence Head;
- Should permission not be granted, any alcoholic beverages that are found will summarily be confiscated;
- Violation of this rule could lead to further disciplinary action or immediate expulsion.

3.1.19.11.9. BREAKAGES

- Breakages in the hostel, e.g. windowpanes, door handles, fittings, etc., must be reported without delay to the SRC member concerned or the Residence Head;

- The perpetrator will be held responsible for the replacement costs;
- The Institute will not be liable for the loss or damage of students' property;
- Students must ensure that the necessary insurance cover is in place.

3.2. GENERAL

3.2.1. SUPERVISION IN THE HOSTEL

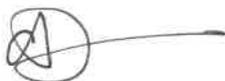
- Student Representative Members in conjunction with the Residence Head are responsible for the proper maintenance of discipline and times of silence in the hostel;
- Fellow students also have the authority to maintain discipline, to a certain extent.

3.2.2. SEARCHES OF HOSTELS

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

3.2.3. DISCIPLINARY MATTERS AND OFFENCES

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



MR G STANDER

CHIEF DIRECTOR

AGRICULTURAL EDUCATION AND TRAINING

DATE: 04.02.25

WAIVER AND INDEMNITY

1. ASSUMPTION OF RISK

- 1.1 I, (student's full names) (hereinafter referred to as "the Student") acknowledge that I will be participating in excursions of the Elsenburg Agricultural Training Institute (hereinafter referred to as "the EATI") while I am registered as a student at the EATI.
- 1.2 I understand that although the EATI will attempt to maintain reasonable and generally accepted standards to ensure the safety and well-being of the participants in any excursion, the possibility of accidents and/or injuries occurring can never be excluded and participation in any such excursion therefore carries with it some measure of risk. Consequently, I should not participate in these excursions, unless I have prepared appropriately and if necessary, have sought and am acting in accordance with medical advice.
- 1.3 I acknowledge that I am aware of the possible risks, dangers and hazards associated with participating in the excursions and all related activities, including the possible risk of severe or fatal injury to others or myself, and that I participate in the excursions at my own risk. These risks include, but are not limited to:
- 1.3.1 Travel: the risks associated with travel and all related activities including transport by public or private motor vehicles, buses, and aircraft;
- 1.3.2 Weather: any injury, illness, death, loss or damage resulting from exposure to weather elements; and/or
- 1.3.3 Physical: physical injuries such as muscular injuries, bruises, scrapes, cuts, sprains, dislocations, broken bones, and head, facial or dental injuries which might result from an accidental injury; illness resulting from food poisoning or parasites; and the possibilities of physical confrontations whether caused by myself or some other person or persons resulting in injuries and/or death.
- 1.4 I agree that the EATI, the Western Cape Government and its Department of Agriculture, their employees, agents and contractors will not be held responsible for my death, illness, injury, loss or damage of any kind that I may sustain while participating in the excursion and related activities, regardless of the cause.

2. WAIVER OF LIABILITY

I accept and assume liability for all such risks, dangers and hazards and the possibility of personal injury, death, permanent disability, property damage or loss resulting thereof. To the fullest extent permitted by South African law, I hereby waive, release, and discharge the EATI, the Western Cape Government and its Department of Agriculture, their employees, agents, and affiliates from any and all claims, demands, liabilities, or causes of action that may arise from my participation in the excursion. This includes, but is not limited to, claims for personal injury, property damage, or loss of any kind.

3. INDEMNIFICATION

I further agree to indemnify and hold harmless the EATI, the Western Cape Government, its Department of Agriculture, and their employees, agents, and affiliates from any claims, damages, expenses (including reasonable attorneys' fees) or losses that may arise from any incident involving me, whether I am the cause or the affected party, while participating in the excursion.

4. MEDICAL TREATMENT

I hereby consent to be assisted by the EATI to access a health care facility or medical treatment which is the closest and most appropriate to receive any necessary medical treatment in the event of injury or illness during an excursion, in situations where I am incapacitated and unable to provide consent thereto. I acknowledge that I will be responsible for any medical or related costs incurred as a result of such treatment.

5. BINDING AGREEMENT

I acknowledge that I have read and understood this agreement, that I have executed this agreement voluntarily, and that this agreement is to be binding upon my heirs, executors, administrators, representatives, and myself.

Full names and Surname : _____

Identity Number : _____

Student Number : _____

Emergency contact : _____

Emergency contact number : _____

Any medical condition that EATI should be aware of (asthma, epilepsy, allergy, etc.):

SIGNED AT _____ ON THIS _____ DAY OF _____
2024

Signature of Student

POPI ACT: CONSENT FORM

The Elsenburg Agricultural Training Institute (EATI) strives towards delivering excellent agricultural education and training services and it aims to achieve outputs, outcomes and impacts that add significant value to the South African Agricultural Sector.

In compliance with the POPI Act, EATI hereby confirms that no personal information regarding student and academic administration, will be discussed with any third party, but only with you as the registered student.

In line with continuous evaluation and reporting EATI needs to submit statistical information and or personal information and or pictures of current students and alumni to relevant, accredited third parties, such as our National Department of Agriculture, Land Reform and Rural Development, Alumni Database, any external service provider appointed to do evaluations, reports, articles on our training programmes etc.

For this purpose, EATI requires your written consent that your contact detail and photos during the time of being a registered student at EATI, can be provided to relevant third parties be it as a registered student at EATI and or after your graduation in your capacity as an alumni. Your contact detail will include your name and surname, identity number, e-mail address, and latest cell phone number on the EATI database.

Collected information will be used as a resource, amongst others, to review and if necessary amend the current approach to reaching the goal of skilled and capable graduates who will ensure a more sustainable Agricultural Sector (environmental, social, and economic) and or to ensure timeous reporting.

CONSENT FORM

I hereby understand and agree that all related correspondence during the time that I am a registered student at Elsenburg Agricultural Training Institute (EATI), will be communicated to me via **my official student e-mail address and not to a third party.**

I furthermore understand and agree that, in order to comply with the POPI Act, Elsenburg Agricultural Training Institute (EATI) will **not deal with any telephonic and or electronic enquiries made by a third party on my behalf and that it is my responsibility as the registered student, to ensure that I have access to the Student Information System in order to obtain my results, which is the only source of my official results.**

Confirmed below is the personal information of my next of kin, who can be contacted in cases of emergencies.

Next of kin information:

Name and Surname	
Relationship	
Contact number	
Email address	

I, hereby give written consent that my contact detail and or photos can be shared by the Western Cape Department of Agriculture, through its Elsenburg Agricultural Training Institute, with relevant third parties for the purpose(s) stated above.

Name	
Surname	
Cell phone Number	
E-mail address	
Physical address	
Programme registered for	
Year of first registration	
Subject Field of study	
Signature	
Date	

Any further enquiries can be directed DOA.Study@westerncape.gov.za