



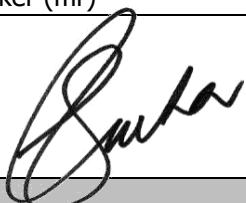
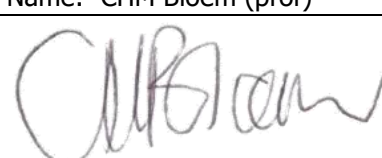
hugenote kollege

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POL: E6/2026

POLICY

RESIDENCE DISCIPLINARY POLICY

QUALITY MANAGEMENT SYSTEM	
COMPILED / REVIEWED BY	AUTHORISED BY
HUMAN RESOURCES	HUGENOTE KOLLEGE MANAGEMENT
Date : 12/06/2026	Date: 23/06/2026
Title: Operations Manager	Title: Rector
Name: G Crocker (mr)	Name: CHM Bloem (prof)
	
Signatures	

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RESIDENCE DISCIPLINARY POLICY

Hugenote Kollege

Student Accommodation and Residence Department

1. PREAMBLE

The Hugenote Kollege Residence department is committed to creating and maintaining a safe, respectful, inclusive, and academically supportive living environment for all residence students.

This Residence Disciplinary Policy establishes the standards of conduct expected of all residence students and provides procedures for addressing misconduct in a fair, consistent, and transparent manner.

This Policy must be read together with:

- The Student Code of Conduct;
- HK Residence Rules and Regulations;

2. PURPOSE

The purpose of this Policy is to:

- Promote responsible student conduct within residences;
- Protect the rights, safety, dignity, and wellbeing of residence students and staff;
- Provide clear disciplinary procedures and sanctions;
- Ensure procedural fairness in disciplinary proceedings;
- Promote accountability and rehabilitation where appropriate.

3. SCOPE OF APPLICATION

This Policy applies to:

- All students residing in college residences;
- Students participating in residence-related activities;
- Conduct occurring:
 - within residences;
 - on college property;
 - during residence events;
 - online where conduct materially affects the residence community.

4. DEFINITIONS

Term	Meaning
"Residence"	Any college-managed student accommodation facility
"Student"	Any registered student residing in or affiliated with a residence
"Residence Head"	Official responsible for residence management
"Disciplinary Committee"	Body authorised to hear residence disciplinary matters
"Misconduct"	Any conduct violating residence rules or college policies

Term	Meaning
"Complainant"	Person reporting alleged misconduct
"Respondent"	Student accused of misconduct

5. GENERAL PRINCIPLES

5.1 Fairness

All disciplinary proceedings shall be conducted fairly, impartially, and reasonably.

5.2 Natural Justice

Students have the right to:

- Be informed of allegations;
- Be heard before sanctions are imposed;
- Present evidence;
- Call witnesses;
- Appeal disciplinary outcomes.

5.3 Progressive Discipline

Corrective and educational measures shall be used where appropriate before severe sanctions are imposed.

5.4 Zero Tolerance

The college maintains zero tolerance toward:

- Gender-based violence;
- Sexual assault;
- Serious violence;
- Hazing/initiation abuse;
- Hate speech;
- Drug trafficking;
- Criminal conduct.

6. STUDENT RESPONSIBILITIES

Residence students must:

- Respect the dignity and rights of others;
- Comply with residence rules and lawful instructions;
- Maintain acceptable standards of behaviour;
- Respect residence property and facilities;
- Avoid conduct that disrupts academic or residential life;
- Promote safety and wellbeing within the residence community.

7. CATEGORIES OF MISCONDUCT

7.1 CATEGORY A — MINOR MISCONDUCT

Minor misconduct includes conduct that causes limited disruption or administrative non-compliance.

Examples

- Excessive noise;
- Failure to attend compulsory residence meetings;
- Unauthorized guests;
- Untidiness in communal spaces;
- Minor misuse of residence facilities;
- Curfew violations (when applicable);
- Minor disrespect toward residence staff.

Possible Sanctions

- Verbal warning;
- Written warning;
- Final Written warning;
- Expulsion.

7.2 CATEGORY B — MODERATE MISCONDUCT

Moderate misconduct includes conduct negatively affecting residence order, safety, or wellbeing.

Examples

- Bullying or verbal abuse;
- Smoking/vaping in prohibited areas;
- Hosting unauthorized gatherings;
- Reckless behaviour;
- Minor vandalism;
- Repeated Category A offences;
- Failure to comply with lawful instructions;
- Disruptive intoxication.

Possible Sanctions

- Written warning;
- Final written warning;
- Expulsion.

7.3 CATEGORY C — SERIOUS MISCONDUCT

Serious misconduct includes behaviour threatening safety, dignity, property, or institutional integrity.

Examples

- Physical assault;
- Serious harassment or intimidation;
- Theft;
- Serious property damage;
- Hate speech or discrimination;
- Possession of illegal substances;
- Cyberbullying causing harm;
- Dangerous initiation practices;
- Possession of prohibited weapons.

Possible Sanctions

- Final written warning;
- Referral to college disciplinary structures;
- Removal from residence.

7.4 CATEGORY D — GROSS MISCONDUCT

Gross misconduct includes severe or criminal conduct fundamentally incompatible with residence membership.

Examples

- Sexual assault;
- Serious physical violence;
- Drug dealing/distribution;
- Possession of firearms;
- Arson;
- Serious hazing/initiation abuse;
- Gender-based violence;
- Armed robbery or extortion;
- Major fraud or corruption.

Possible Sanctions

- Immediate interim suspension;
- Permanent expulsion from residence;
- Referral to SAPS;
- Referral to college disciplinary structures;
- Removal from residence.

8. AGGRAVATING AND MITIGATING FACTORS

8.1 Aggravating Factors

The following may increase sanction severity:

- Repeat offences;
- Premeditated conduct;
- Group misconduct;
- Abuse of authority or leadership position;
- Lack of remorse;
- Intimidation of witnesses;
- Alcohol or drug involvement.

8.2 Mitigating Factors

The following may reduce sanction severity:

- First offence;
- Genuine remorse;
- Cooperation during investigation;
- Voluntary admission;
- Minimal harm caused;
- Personal circumstances.

9. DISCIPLINARY SANCTIONS

Sanctions may include one or more of the following:

Sanction	Description
Verbal Warning	Informal corrective warning
Written Warning	Formal written notice
Final Written Warning	Final corrective warning before severe sanction
Counselling	Mandatory support intervention
Suspension	Temporary exclusion from residence
Expulsion	Permanent removal from residence

10. INTERIM SUSPENSION

The Residence Head or designated college authority may impose interim suspension where:

- Student safety is at risk;
- There is risk of interference with investigations;
- Serious misconduct is alleged;
- Continued residence poses danger to the community.

Interim suspension is precautionary and not a disciplinary finding.

11. DISCIPLINARY PROCEDURES

11.1 Reporting Misconduct

Any student, staff member, or resident may report alleged misconduct.

Reports should be submitted to:

- House Committee;
- Residence Head;
- Manager: Operations / COO

11.2 Preliminary Investigation

The college may:

- Obtain statements;
- Collect evidence;
- Interview relevant persons;
- Determine whether formal charges are warranted.

11.3 Informal Resolution

Minor matters may be resolved through:

- Mediation;
- Verbal warnings;
- Corrective discussions;
- Restorative measures.

11.4 Formal or Informal Disciplinary Hearing

Notice

The student shall receive written notice containing:

- Allegations;
- Date/time/location of hearing;
- Rights during proceedings.

Student Rights

The student may:

- Respond to allegations;
- Present evidence;
- Call witnesses;
- Be assisted by a fellow student or SRC member where permitted.

12. DISCIPLINARY COMMITTEE

The Residence Disciplinary Committee may consist of:

- Residence Head;
- House Committee representative;
- Additional college representative where required.

Committee members must act impartially.

13. DISCIPLINARY OUTCOMES

Following the hearing, the Committee may:

- Dismiss charges;
- Find the student responsible;
- Impose appropriate sanctions;
- Refer the matter to higher college structures.

Outcomes shall be communicated in writing.

14. APPEALS

14.1 Right to Appeal

Students may appeal disciplinary findings or sanctions.

14.2 Grounds for Appeal

Appeals may be based on:

- Procedural irregularity;
- New evidence;
- Excessive or inappropriate sanction;
- Bias or unfairness.

14.3 Appeal Period

Appeals must be submitted within [5] working days of receiving the outcome.

15. RECORD KEEPING

The college shall maintain confidential disciplinary records in accordance with:

- POPIA;
- Recorded on Interface system;
- College records policies.

Access to records shall be restricted to authorised persons.

16. RELATIONSHIP WITH CRIMINAL PROCEEDINGS

Residence disciplinary proceedings are independent of criminal proceedings.

The college may proceed with disciplinary action regardless of:

- SAPS investigations;
- Criminal charges;
- Court outcomes.

17. PROHIBITION OF RETALIATION

No student may victimise or retaliate against:

- Complainants;
- Witnesses;
- Investigators;
- Residence officials.

Retaliation constitutes serious misconduct.

18. POLICY REVIEW

This Policy shall be reviewed periodically by:

- Residence Department

ANNEXURE A — SANCTION GUIDELINES

Offence Category Typical Sanction Range

Category A	Verbal warning
Category B	Written warning
Category C	Final written warning
Category D	Expulsion

ANNEXURE B — STUDENT RIGHTS SUMMARY

Students have the right to:

- Fair treatment;
- Confidentiality;
- Information regarding allegations;
- Present evidence;
- Appeal disciplinary outcomes.