

## 4. Student Rules & Regulations

### 4.1 *Introduction*

The Student Regulations set out your rights and obligations as a student.

Stenden SA reserves the right to make changes to the rules and regulations from time to time as deemed necessary and students will be notified by e-mail of such changes. Students are bound by the rules and regulations of each year and not only by those signed when they attended Stenden SA for the first time.

### 4.2 *Compliance with regulations*



When students sign their Institute registration form, they subject themselves to the rules and regulations of Stenden SA, of which the Student Regulations form part.

All staff members and students share the responsibility of ensuring that students comply with the rules and regulations of the Institute.



Formal disciplinary measures may be implemented by the Academic Dean, the Deputy General Manager the Exam Committee, the Student Representative Council or any other disciplinary bodies, in accordance with the procedure prescribed in the Regulations for Student Discipline.

A student commits a transgression if he/she transgresses any rule of these regulations or any Stenden SA rule or regulation.

### 4.3 *Student Rules and Regulations Policy*

The complete student rules and regulations policy document is available on the Groups Drive:  Students  Rules and Regulations

### 4.4 *Students Rights*

Students rights are outlined in the student rules and regulations policy. The complete student rules and regulations policy document is available on the Groups Drive:  Students  Rules and Regulations



### 4.5 *Dress code*

How one dresses reflects personality, attitude and personal taste. In determining a dress code the pre-conceptions of people from the public have to be taken into consideration. Sloppy dress and poor hygiene standards are perceived by the public as indicative of poor service, low educational standards and a general 'don't care' attitude.

Uniforms are expected to be worn during guest lectures, functions, outings, work based learning, and any other event for which the management deems it important to provide a professional image of the campus and its students.

When students wear their uniform, they should be dressed in a professional way and keep up high hygiene standards.

In the kitchen, the chef's pants and jacket should be worn, hair should be covered, comfortable, closed shoes, name badge

During the orientation week, students will be briefed on personal hygiene and presentation whilst in uniform. Detailed information on self presentation is supplied on the Groups Drive:  Students  Rules and Regulations

#### **4.6 Health and Safety**

Stenden South Africa has an extensive emergency plan in place. This plan describes the principles of action in case of fire, accidents and other calamities.

In case of an emergency, please contact the campus manager. After office hours, the security guards on campus are in direct contact with police and ambulance services.

In terms of the Occupational Health and Safety Act, the general duties regarding health and safety of all students on campus are the following:

A person should

- a. Take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions;
- b. Carry out any lawful order given to him, and obey the health and safety rules and procedures laid down by Stenden SA, in the interest of health or safety;
- c. Report any (potentially) dangerous situation or accident to the Support Services Manager or to the health and safety representatives.
- d. In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the student is not to be moved until medical attention has been given by authorized personnel. If needed they will call emergency services and a doctor. The following staff members have first aid certificates:
  - Laurie Deutschmann
  - Bella Crabtree
  - Megan Walwyn
  - Mzamele Dikeni

Common sense and personal interest in safety are still the greatest guarantees of your safety. We take your safety seriously and any wilful or habitual violation of safety rules will be considered cause for dismissal. Stenden is sincerely concerned for the health and well being of each student. The cooperation of every student is necessary to make this company a safe place in which to work.

#### **Exits**

Make sure that you know where the nearest exit is to your workplace and where other exits are. Make sure that you know where the emergency exits are.

Make sure that you know about hazards near your workplace that require special steps to be taken in the event of, for example, a power cut or flood.

#### **Emergency Instructions**

Follow these rules in an emergency:

1. Stop work and leave the building IMMEDIATELY when the fire alarm sounds or when you are instructed to do so!
2. Shut down any operations that may create additional hazards if left unattended, but only if it can be done without endangering yourself
3. Turn off computers, equipment, fans, etc., and close desk drawers.
4. Close windows, if it is safe to do so. Do not lock doors, but close them.
5. Follow instructions, avoid panic, and cooperate with those responding to the emergency.
6. Proceed to the designated or nearest exit. WALK, DO NOT RUN
7. Do NOT delay your exit from the building by looking for belongings or other people.
8. When leaving the building, go to a clear area well away from the building (the grass in front of the building or the grass behind the buildings where the soccer field is).
9. Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.
10. Do not move injured persons unless absolutely necessary
11. Do not re-enter the building until instructed to do so by your supervisor or fire/rescue worker.
12. Inform a member of the health and safety committee if you know of anyone who is not at the assembly point that should be there and if there are hazardous situations in the building that may aggravate circumstances

The above rules will be enforced. Periodic fire emergency drills may be conducted. Your life and the lives of others will depend on your cooperation.

Emergency plan:

In the case of emergency, it is the responsibility of the health and safety committee to:

1. arrange for evacuation of employees
2. render first aid
3. salvage and restore company operations

If you ever discover a fire:

1. Remain calm. Do not shout "Fire!"
2. Inform a member of staff.
3. The responsible person mentioned above will phone the fire brigade or dial "10111" and give the operator
4. the location of the fire, the floor, wing, and room number, if possible. SHOULD A MEMBER OF STAFF NOT BE NEARBY YOU SHOULD DO THAT YOURSELF
5. All persons should then proceed to the assembly point (grass in front of the building or grass at the back of the buildings where the soccer field is)
6. The health and safety officer or other member of the committee will then make sure that all persons are accounted for.
7. Confine the fire if possible.
8. Never enter a smoke filled room
9. Never enter a room containing a fire unless a back up person is present
10. Never turn your back on a fire, even if it appears to be out, be aware of possible re-ignition

Should a person's clothes catch fire:

1. Stop the person on fire from running
2. Drop the person to the floor or other horizontal surface to prevent flames and hot gas from rising to the head
3. Roll the person to extinguish the flames. Blankets can be used to cover the person and

4. exclude oxygen from the flames. You can also use water to extinguish the flames.
5. Immediately remove smouldering clothing and hot clothing that has adhered to the skin
6. Call for medical assistance

Explosives or suspicious device found on premises

1. Do not touch the device or try to investigate it
2. Immediately inform the health and safety officer or make alarm if the officer is not present
3. Notify the fire brigade and make sure that emergency services can get to the area
4. Make sure that all persons know that they have to evacuate the area immediately according to the emergency instructions
5. Prevent unauthorized persons to enter the area
6. In case of any other emergency, follow the emergency instructions

Should someone get hurt, follow the instructions in the safety rules and guidelines and report the incident immediately.



#### **4.7 Language Policy**

Stenden provides education for students from different nationalities and cultures who speak different languages. Our one common language is English. As such students and staff are expected to use English in all their communications to ensure all can understand and feel included.

#### **4.8 Residences**

Stenden South Africa offers rooms on or off campus to its students. To maintain a positive climate for study and relaxation there are rules and regulations which govern both on and off campus residences. Students will receive these rules during the orientation week and will have to sign for their acceptance of them as part of their contract with Stenden South Africa.

#### **4.9 Disciplinary Measures**

Disciplinary measures and processes are described in the student rules and regulations policy. This document is available on the Groups Drive:  Students  Rules and Regulations