



## **RULES AND REGULATIONS OF THE COLLEGE**

In order to create an appropriate environment for teaching and learning to flourish, there must be respect for the instructor and fellow students. Listed below are guidelines for classroom behaviour which the Institute has established to ensure that the learning environment is not compromised.

1. **Attendance:** You are expected to be in class the entire class time. Do not enter late or leave early, but exceptions may be excused, particularly under emergency; circumstances, but you should be prepared to explain your tardiness to the instructor after class. Likewise, the need to leave early should be explained to the instructor before class.
2. **Late or Not Attend:** Reception must be notified 15 minutes prior of late coming. You will not be allowed in class if you arrive late. You will have to wait until a break before you will be allowed in class. 3 or more occurrences of the above could lead to suspension and or ask to leave the programme.
3. **Absences:** Inform the instructor in advance, if you know you are going to miss a class. Also take responsibility for getting missed assignments from other students. Do not expect that you will be allowed to make up work, such as unannounced quizzes or tests, after an absence. Instructors are not responsible for re-teaching the material you missed because of absence. Letters are compulsory when absent, sick certificates are compulsory.
4. **Conversations:** Do not carry on side conversations in class
5. **Other Activities:** You may not work on other activities while in class. This includes homework for other courses or other personal activities.
6. **Internet:** In classes where Internet access is provided, you may use the Internet for valid, academic purpose only. You may not use it for open access to other non-academic sites which are unrelated to the course. You will be charged an additional fee if mis-use is proven.
7. **Assignments:** Assignments not handed in on dates specified unless extension approved by Principal will be penalised. Extra costs incurred will be for the learner's account. **R250** per assignment for late submission.
8. **Sleep:** Do not sleep in class. You will be asked to leave the class and to attend a disciplinary action
9. **Attitude:** You are expected to maintain a civil attitude in class. You may not use inappropriate or offensive commentary or body language to show your attitude regarding the course, the instructor, assignments, or fellow students.
10. **Profanity and Offensive Language:** You may not use profanity or offensive language in class.
11. **Cell phones and beepers:** You may not receive or send telephone calls or pages during class. You are responsible for turning off cell phones and beepers upon entering class.
12. **Guests:** You may not bring unregistered friends or children to class or to college without permission by Principal.



13. Food, bubble-gum, drinks, tobacco Products: You may not have food or drink in class. You may not use tobacco products in the building.
14. **Personal Business:** You may need to transact personal business with the instructor, asking him or her to sign forms. Plan to do this before instructor begins or after class.
15. **Personal Belongings:** You need to ensure you look after your personal belongings. OTBC will not be responsible for loss or damages.
16. **OTBC property:** You may not deliberately damage OTBC furniture or computers. Failure to adhere to the rules will make you liable for all costs incurred.

## **New Rules and Regulations for Students for Deneb House**



## **Admission**

1. The Landlord has the right to refuse admission to anyone who is under the influence of alcohol or drugs so as to protect the interest of other tenants.
2. You enter the building at your own risk and the Landlord will not be held liable for any loss, damage and injury.
3. All persons entering the building will adhere to any searching procedures.

## **Damage or Alterations to the Property**

4. Students are not allowed to mark, paint, drive nails or screws, damage or alter any part of the property.

## **Emergency Evacuation Plan**

5. In the event of the need for evacuating the building, all staff and students need to leave the premises using the (assigned) stairs to the assembly point in the forecourt.  
**The Lift is not to be used.**

## **Noise & Nuisance**

6. Excessive noise which will cause a nuisance to other tenants is not allowed.
7. No disorderly conduct will be allowed in the building.
8. No drinking of alcohol, smoking or socializing in the common areas of the building is permitted.

## **Security**

9. The building is divided into 3 zones for security purposes:
  - Zone 1 – Main Lift Lobby 1 = Corner Main and Browning Roads
  - Zone 2 – Browning Road Lift Lobby 2
  - Zone 3 – Main Road Lobby Lift 3
10. All students must only use the designated lobby applicable to that occupied by the tenant.
11. Students will be monitored on entering and leaving the building and may be searched.
12. Entry and exit of students will be done via an intercom system operated by the landlord's security staff. Tenants are to advise security staff of expected visitors..

## **Vehicle Control & Parking(Only if applicable)**

13. All students must park only in the demarcated bays assigned to OTBC.



14. The Landlord has the right to clamp or tow away any vehicle parked illegally or seemingly abandoned on the common property or that is not parked in the designated bays. The Landlord will not be held responsible for any damage incurred during the above actions.
15. The speed limit in the parking area is a maximum of 5km per hour.
16. All vehicles must follow the directional signage and keep to the designated roadway.
17. Failure by anyone to adhere to road signs in the parking area constitutes a breach of the rules of conduct.
18. Any breach of the rules of conduct by students and visitors will be seen as a breach by the Tenant.

I agree to abide by the above rules and regulations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_