



## Office of the Registrar

**TO : STUDENT REPRESENTATIVE COUNCIL  
ALL OTHER STUDENTS**

**FROM : REGISTRAR  
DR. JM MABELEBELE**

**DATE : 24 FEBRUARY 2023**

**SUBJECT : PRESCRIBED FORMS TO FACILITATE MATTERS PROVIDED FOR IN  
THE STUDENT CODE OF CONDUCT AND STUDENT DISCIPLINARY  
PROCEDURE**

1. At its meeting held on 20 February 2023, the Executive Management Committee approved the forms necessary for the purpose of facilitating matters determined by the Student Code of Conduct and Student Disciplinary Procedure (“Code”), being the admission of guilt form; notice of appeal form; form for the submission of an application for the suspension of the decision of Disciplinary Committees; and the form to request for pardon by the Vice-Chancellor (“Prescribed Forms”). The Prescribed Forms are hereto attached. Also, the purpose and attendant process for the utilization of the Prescribed Forms are set out in the table below.

Description of the form	Relevant provisions of the Code	Purpose of the form
Admission of guilt for academic and general misconduct	Clause 3.16.1 to clause 3.16.5 of the Code.	To be completed and submitted to the Legal Services Office by a student who admits guilt to either academic misconduct or general misconduct charges served on the student.
Notice of appeal	Clauses 3.12.1 and 3.12.2 of the Code.	To be completed and submitted to the Legal Services Office by a student who appeals the decision(s) of either the Student Affairs

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		Disciplinary Committee or School Student Disciplinary Committee.
Application for suspension of the decision of the Disciplinary Committee	Clauses 3.13.1 and 3.13.2 of the Code.	To be completed and submitted to the Chairperson of the relevant Disciplinary Committee and Legal Services Office by a student who seeks the suspension of the decision of either the Student Affairs Disciplinary Committee or School Student Disciplinary Committee, pending a determination of the appeal by the Appeals Committee.
Request for pardon by the Vice-Chancellor	Clause 3.16.4 of the Code.	To be completed and submitted to the Office of the Vice-Chancellor and Legal Services Office by a student who seeks pardon for his/her misconduct by the Vice-Chancellor. The student must have pleaded guilty to the charges levelled against him/her and the Registrar had imposed the appropriate penalty on the student as authorised by the Code, or concluded a plea and settlement agreement with the student.

2. The Prescribed Forms shall apply with effect from 1 March 2023, and shall remain in force until communicated otherwise to the student community by the Registrar.
3. Lastly, kindly note that all matters relating to the implementation of the Student Code of Conduct and Student Disciplinary Procedure reside with the Legal Services Office, a unit within the Office of the Registrar. For any enquiry, kindly contact the Legal Advisor, Mr. Thapelo Mamuno at [thapelo.mamuno@smu.ac.za](mailto:thapelo.mamuno@smu.ac.za).

Yours faithfully,



**DR. JM MABELEBELE**  
**REGISTRAR**

**“Knowledge for quality health services”**



**ADMISSION OF GUILT FOR GENERAL AND ACADEMIC MISCONDUCT**  
(Clause 3.16 of the Student Disciplinary Procedure)

**1. DETAILS OF THE STUDENT ADMITTING GUILT**

Full names and surname : .....

Student Number : .....

E-mail address : .....

Cellphone Number : .....

**2. PLEA OF GUILTY**

I understand the charges levelled against me as more fully set out in the misconduct charges dated .....I hereby freely and voluntarily admit that I am guilty of the misconduct referred to in the aforementioned charges. I recognise that by virtue of my admission of guilt, the Registrar shall be entitled to impose on me any penalty which he or she deem appropriate under the circumstances, and I will not be entitled to appeal against the penalty so imposed. I am aware that I may only seek pardon from the Vice-Chancellor.

**3. MITIGATING CIRCUMSTANCES**

I state the following mitigating factors for consideration by the Registrar in determining the appropriate penalty. [If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.]

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**4. SIGNATURE BY THE STUDENT**

I, the undersigned hereby declare that the information and particulars supplied in this form and/or any attachment hereof are true and correct.

Signed at ..... on this...../...../.....  
(Place) (Day)/(Month)/(Year)

.....  
Student's signature



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**NOTICE OF APPEAL**

(Clauses 3.12.1 and 3.12.2 of the Student Disciplinary Procedure)

**1. DETAILS OF THE STUDENT**

Full names and surname : .....

Student Number : .....

E-mail address : .....

Cellphone Number : .....

**2. NATURE OF THE DECISION APPEALED** (Tick the appropriate box)

The appeal is lodged against:

Conviction (being a guilty finding) and penalty	
Penalty	

**3. GROUNDS OF APPEAL**

State the grounds on which the appeal is based (This refers to the reasons why you are appealing the decision).

[If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.]

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State any other information that may be relevant in considering the appeal:

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**4. DOCUMENTS**

The outcome of the disciplinary hearing must be attached to this notice of appeal.

State the date on which you received the decision appealed against: .....

**5. SIGNATURE BY THE STUDENT**

I, the undersigned hereby declare that the information and particulars supplied in this form and/or any attachment hereof are true and correct.

Signed at ..... on this...../...../.....

(Place)

(Day)/(Month)/(Year)

.....

Student's signature





**APPLICATION FOR SUSPENSION OF THE DECISION OF THE DISCIPLINARY COMMITTEE**  
(Clauses 3.13.1 and 3.13.2 of the Student Disciplinary Procedure)

**1. DETAILS OF THE APPLICANT STUDENT**

Full names and surname : .....

Student Number : .....

E-mail address : .....

Cellphone Number : .....

**2. APPLICATION**

I, the undersigned hereby apply for the suspension of the decision of the Student Affairs Disciplinary Committee or School Student Disciplinary Committee as set out in the outcome letter dated ..... which I received on ..... I have also lodged an appeal against the aforementioned decision.

[Note: The submission of this application and an appeal do not automatically suspend the operation of the decision of the Student Affairs Disciplinary Committee or School Student Disciplinary Committee, which decision is the subject of this application, until the Chairperson of the relevant committee has made the final decision on the application.]

**3. GROUNDS, FACTS AND INFORMATION RELIED UPON TO MOTIVATE THE APPLICATION FOR SUSPENSION OF THE DECISION**

I state the following grounds, facts and information to motivate my application for consideration by the Chairperson of the Student Affairs Disciplinary Committee or School Student Disciplinary Committee.

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[If the provided space is inadequate, please continue on a separate folio and attach it to this form.  
You must sign all the additional folios.]

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**4. DOCUMENTS**

List the documents attached to the application (if any)

- (a) .....
- (b) .....
- (c) .....
- (d) .....

**5. SIGNATURE BY THE STUDENT**

I, the undersigned hereby declare that the information and particulars supplied in this form and/or any attachment hereof are true and correct.

Signed at ..... on this...../...../.....  
(Place) (Day)/(Month)/(Year)

.....  
Student's signature



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**REQUEST FOR PARDON BY THE VICE-CHANCELLOR**  
(Clause 3.16.4 of the Code of the Student Disciplinary Procedure)

**1. DETAILS OF THE STUDENT**

Full names and surname : .....

Student Number : .....

E-mail address : .....

Cellphone Number : .....

**2. REQUEST**

I, the undersigned hereby request for pardon by the Vice-Chancellor in respect of the misconduct for which I pleaded guilty and the Registrar imposed the penalty on me as authorised by the Student Disciplinary Procedure.

**3. MOTIVATION FOR THE REQUEST FOR PARDON**

I submit my motivation as below for consideration by the Vice-Chancellor.

[If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios. This application must be submitted to the Office of the Vice-Chancellor and Legal Services Office.]

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#### 4. DOCUMENTS

The following documents **must** be attached to the request, failing which the request will not be considered.

- (a) Misconduct charges;
- (b) Admission of guilt form submitted by the student; and
- (c) Penalty imposed by the Registrar on the student, or the plea and settlement agreement concluded between the Registrar and student.

If the student relies on any additional document(s) to motivate his/her request for pardon by the Vice-Chancellor, the document(s) must be attached to this form and be listed under paragraph 3 above.

#### 5. SIGNATURE BY THE STUDENT

I, the undersigned hereby declare that the information and particulars supplied in this form and/or any attachment hereof are true and correct.

Signed at ..... on this...../...../.....  
(Place) (Day)/(Month)/(Year)

.....  
Student's signature