



Office of the Registrar: Legal Services Division

Checklist for students on how to avoid disciplinary processes during your time at UP

STOP – THINK – ASK

Ask yourself, is what I am about to do...

- illegal?
- possibly going to cause physical, ethical or reputational harm to myself?
- possibly going to cause physical, ethical or reputational harm to another person?
- possibly going to cause physical, ethical or reputational harm to the University of Pretoria?
- going to cause me to face possible disciplinary consequences or even criminal processes?
- going to immediately, but wrongfully, solve my challenge because I can't think of an ethical or legal solution?

If you answered “yes” to any of the questions, or you feel uncertain about the answer, consider making use of one or more of the options below:

- Go to the Legal Services Division webpage: <https://www.up.ac.za/legal-services-division> to access the relevant policies and procedures.
- Contact a tutor, lecturer, the faculty administrator or head of residence for advice.
- Contact the Student Counselling Unit – rather discuss your challenge with a person that may be in a position to offer you other solutions.

Email: studentcounselling@up.ac.za with a short message. Include your student number, the name of your faculty or campus and your cellphone number.

UP Careline

The UP Careline is a toll-free line that is available 24/7. Call 0800 747 747 or send a “call me” message to 31393 to request a consultation. This information is also available on the back of your student card.

For any other information on how to get additional support as a student, visit <https://www.up.ac.za/article/2749577/health-well-being>.

Common types of Residence and non-Residence related misconduct reported at UP:

Non-academic misconduct:

- Academic misconduct (cheating, colluding and the use of artificial intelligence)
- Assault
- Harassment (Physical or other)
- Hate speech
- Substance abuse (drinking or smoking in a residence)
- Cyber bullying
- Fraudulent medical certificate
- Misrepresentation

Academic misconduct

- Plagiarism
- Academic misconduct (cheating, colluding and the use of artificial intelligence)
- Failure to comply with formal examination or assessment instructions
- The possession of unauthorised material during an examination
- Research Misconduct

For more information refer to:

[GENERAL ACADEMIC REGULATIONS AND STUDENT RULES 2024](#)

[TUKSRES GUIDE 2024](#)

All UP policies and other important documents can be accessed via the following link:

<https://www.up.ac.za/article/2754069/up-policies-and-other-important-documents>.

These policies and documents can also be found on the policies page of the Student intranet.

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| • Anti-discrimination policy | • Smoking, alcohol and substance abuse policy |
| • Trans Protocol | • Social media policy |
| • Code of Conduct Applicable to Personal Relationships between Employees and Students | • UP brand and corporate identity policy |
| • Disciplinary Rules for Students | • Web policy |
| • Escalation policy and the accompanying Guidelines | • Whistle-blowing and anti-fraud policy |
| • HIV and AIDS policy | • Statute of the University of Pretoria |
| • Language policy | |
| • Organised Student Life policy | |
| • Plagiarism prevention policy | |
| • Policy on students with disabilities | |
| • Policy on Occupational Health and Safety | |