



PROCEDURE: Code of Conduct

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Procedure Owner	Registrar		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	30/06/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	30/06/2018	Name: Benjamin Anderson Signature:
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Review History			
Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)		Other/External (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> • Policy: Code of conduct • Policy: Plagiarism • Policy: Assessment and Moderation • Policy: Programme Management 		<ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Higher Education Act (Act 101 of 1997) • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • Labour Relations Act (Act 66 of 1995) as amended • CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017 	
Website address of this document:		www.davinci.ac.za	

Procedure Description

This procedure document will be used when any case of alleged misconduct by a student is reported to the Registrar

Step	Description	Notes
1	The Registrar will investigate the allegation against the student, collect the evidence and present it to the disciplinary committee or Ethics Committee where applicable if the allegation is found to be valid	
2	The student will receive notice of a disciplinary hearing no less than 48 hours before the hearing	The notice will indicate the attendees, allegation against the student/s, the time, venue and proceedings
3	In the hearing, the Registrar will present the charge and the evidence collected and allow the student the opportunity to defend themselves	Both the Registrar and the student can call witnesses if relevant to the proceedings
4	The Disciplinary Committee shall consider the allegation against the student, and will consider both oral testimony and written reports	
5	All witnesses, representatives and students concerned will be asked to leave the room during deliberations	
6	The committee will then call in the student and their representative/s and present the committee's findings in respect of the charge i.e. guilty or not guilty	
7	If the finding is 'not guilty', the finding will be presented to the student in writing	
8	If the finding is 'guilty', evidence in mitigation or aggravation will then be heard	
9	Where the student is found to be guilty of misconduct, the Disciplinary Committee may impose penalties deemed appropriate	
10	Where a penalty is imposed by the Disciplinary Committee, the student will be informed of the finding, penalty and appeals procedure in writing	
11	If the student does not appeal within 7 days the finding of the disciplinary committee is deemed final	

11	Students can appeal the decision by the disciplinary committee by responding in writing within 7 days to the Executive Dean	
12	The Executive Dean will convene an Appeals' Committee	The Appeals' Committee will consist of the Executive Dean and a member of the Academic Board
13	The imposition of the penalty is suspended pending the outcome of the appeal	
14	The Appeals' Committee will consider the evidence, the minutes and additional submissions with the appeal	
15	The Appeals' Committee will evaluate both the findings and the process	
16	The Appeals' decision is final and the student will be notified in writing by the Executive Dean and the matter is consider concluded	

Stakeholders

#	Stakeholder
1	Dean: Executive
2	Registrar
3	Assistant Registrar

Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	30 June 2018	

