



POLICY: CODE OF CONDUCT

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Related documents			
Da Vinci documents (eg. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> • Procedures: Code of Conduct • Guidelines: Code of Conduct • Policy: Plagiarism • Policy: Student Representatives • Policy: Human Resources • Policy: Examination • Policy: Conducting Ethical Research 		Other (eg Legislation, DHET and CHE directives and guidelines) <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 • King IV™ Code 	
Website address of this document:		www.davinci.ac.za/da-vinci-policies-and-procedures/	

The Da Vinci Institute for Technology Management (Pty) Ltd
 Registered with the Department of Education as a private higher education institution
 under the Higher Education Act, 1997. Registration Certificate No. 2004/HE07/003

TABLE OF CONTENTS

1.	Preamble	3
2.	Scope	3
3.	Purpose	3
4.	Provisions	4
4.1.	General Conduct	4
4.2.	Ethical Conduct	5
4.3.	Respectful Conduct.....	5
4.4.	Responsible Conduct.....	6
4.5.	Diligent Conduct.....	6
5.	Structures	6
6.	Version Control	7

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1. Preamble

This policy forms part of the set of quality management policies of The Da Vinci Institute for Technology Management.

Da Vinci offers outcomes based, distance education opportunities. This policy details the principles and processes that will ensure that learning programme offerings are aligned to the principles of a Mode 2 higher education institution, whilst adhering to the required academic standards and empowering students with the knowledge, skills and values to contribute to their communities, society and economy of the future.

At the Da Vinci Institute for Technology Management students are required to take full responsibility for their own progress within the course of their studies.

The Institute Management, academic and administration staff and students further underwrites the seven Leonardo Da Vinci principles:

- 🌀 Seeking the truth (curiosita)
- 🌀 Taking responsibility (dimostrazione)
- 🌀 Sharpening awareness (sensazione)
- 🌀 Engaging the shadow (sfumato)
- 🌀 Cultivating balance (scienza)
- 🌀 Nurturing integration (corporalita)
- 🌀 Holism (connessione)

2. Scope

This Code of Conduct applies to students, faculty and other stakeholders of The Da Vinci Institute.

3. Purpose

Within this context, the purpose of the Code of Conduct is to:

- 🌀 Reflect the ethical values of The Institute and, therefore, seeks to enhance and anchor the policies, procedures, processes of The Institute and influence the behaviour of students, faculty and other relevant stakeholders
- 🌀 Create a safe and conducive learning environment in which all students are able to derive full benefit from the growth and learning opportunities presented by The Institute
- 🌀 Increase awareness of their own professional conduct, thus enhancing within students this fundamental element of practical business ethos.

4. Provisions

Provisions of the Code of Conduct address the following areas and should be read with in conjunction the following policies:

- 🌀 Policy: Plagiarism
- 🌀 Policy: Student Representatives
- 🌀 Policy: Human Resources
- 🌀 Policy: Examination
- 🌀 Policy: Conducting Ethical Research

4.1. General Conduct

Students shall display high levels of professionalism, responsibility and integrity in all of their dealings with The Institute and therefore shall endeavour to:

- 🌀 Not disrupt or attempt to disrupt teaching or study or research or the administrative or other activities of The Institute
- 🌀 Defend the lawful exercise of freedom of speech by students, faculty and other stakeholders of The Institute or by visiting speakers
- 🌀 Assist any officer, employee or agent of The Institute in the performance of his or her duties
- 🌀 Protect any property of, or in the custody of the Institute or of any students, faculty and other stakeholders of The Institute
- 🌀 Ensure proper use of property or facilities of the Institute
- 🌀 Act honestly and avoid forging, altering, falsifying or misusing any official Institutional documentation, qualification or certificate or knowingly make false statements concerning standing or results obtained, or supply false information to The Institute
- 🌀 Not engage in actions which are likely to cause injury or to impair safety
- 🌀 Not engage in violent, indecent, disorderly, threatening, or offensive behaviour or language
- 🌀 Obey a reasonable instruction given within their authority by one of the authorities of The Institute
- 🌀 Not engage in the harassment of any visitor, students, faculty and other stakeholders of The Institute
- 🌀 Comply with any other policy, procedure or rule of The Institute.

Students are required to:

- 🌀 Mute cell phones in class and at all formal programme related events
- 🌀 Use electronic technology, if available, in class to capture comments and insights during any presentation
- 🌀 Be punctual and manage deadlines

- Give feedback, channel concerns or suggestions regarding The Institute's delivery of the programme to the Programme Convener/Coordinator or via the Student representatives.

4.2. Ethical Conduct

Ethical conduct includes:

Promoting:

- The constitutionally compliant policies, rules and laws of the country and The Institute
- Ethical treatment of people and the environment
- Ethical practices including fulfilling obligations of teaching/learning
- Fair and accountable assessment, research and supervision
- Ethical use of resources and property.

Preventing:

- Plagiarism and all forms of intellectual dishonesty
- Favouritism and nepotism
- Corruption
- Violation of confidentiality.

4.3. Respectful Conduct

Respectful conduct includes promoting:

- Human rights and social responsibility
- Equity and equal opportunity
- Academic freedom and freedom of expression
- Honesty
- Integrity
- Fairness
- Courtesy
- Tolerance and respect for differences of people's ideas and opinions

Preventing:

- Discrimination or harassment on the basis of race, gender, religion, disability, sexual orientation, age, pregnancy, marital status, ethnicity, social orientation, religion, belief, culture or language
- The abuse of power
- Disrespect for persons and property

4.4. Responsible Conduct

Responsible conduct includes promoting:

- 🌀 Transparency
- 🌀 Inclusivity
- 🌀 Accountability
- 🌀 Good practice
- 🌀 Safety, security, health and well-being

Preventing:

- 🌀 Causing disrepute to The Institute's name
- 🌀 Misuse of personal and Institute's information, property and the name of The Institute
- 🌀 Improper financial dealings and improper conflicts of interest
- 🌀 Practices threatening safety, security, health or well-being and actions which impinge on the rights of others.

4.5. Diligent Conduct

Diligent conduct includes promoting:

- 🌀 Efficiency
- 🌀 Effectiveness
- 🌀 Excellence in performance
- 🌀 Competence
- 🌀 Proper use of time.

Preventing:

- 🌀 Unprofessional conduct.

5. Structures

The following gives voice and meaning to the Code of Conduct:

- 🌀 The Da Vinci student fraternity is made up of diverse backgrounds and The Institute is therefore committed to, through representation and participation to foster a spirit of *esprit de corps* among the student community. It further commits itself to promote a culture of learning, research and a disposition towards critical thinking. This is done through relevant education to produce responsible citizens for both the South African society, the continent and the world at large
- 🌀 Students will be represented by student representatives on the Da Vinci Governance structures. This Code of Conduct must be read in conjunction with the Policy on Student Representation.

- Any student found contravening the Code of Conduct may face disciplinary action. (Refer to Procedures: Code of Conduct and Guidelines: Code of Conduct)

6. Version Control

Author	Date Reviewed
Registrar: Ms Carin Stoltz-Urban	30/01/2015
Registrar: Ms Louise Fuller	23/06/2017
Executive Registrar: Ms Louise Fuller	20/01/2018
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