



**GUIDELINE: CODE OF CONDUCT**

Document Number:	RGG02		
Version Number:	19/07/2018 (V1a)		
Custodian	Executive Registrar		
<b>Status</b>	<b>Chairperson</b>	<b>Date</b>	<b>Signature</b>
Ratified by Council	Mr Sechaba Motsieloa	26/01/2018	
Revision Frequency	Triennially		
Next Review Date:	November 2021		
<b>Related documents</b>			
<b>Da Vinci documents</b> (eg. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> <li>• Procedures: Code of Conduct</li> <li>• Guidelines: Code of Conduct</li> <li>• Policy: Plagiarism</li> <li>• Policy: Student Representatives</li> <li>• Policy: Human Resources</li> <li>• Policy: Examination</li> <li>• Policy: Conducting Ethical Research</li> </ul>		<b>Other</b> (eg Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none"> <li>• Constitution of the Republic of South Africa: 1996</li> <li>• Higher Education Act (Act 101 of 1997)</li> <li>• CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004</li> <li>• King IV™ Code</li> </ul>	
<b>Website address of this document:</b>		<a href="http://www.davinci.ac.za/da-vinci-policies-and-procedures/">www.davinci.ac.za/da-vinci-policies-and-procedures/</a>	

## Table of Contents

<b>1.</b>	<b>Preamble</b> .....	<b>3</b>
<b>2.</b>	<b>Disciplinary committee</b> .....	<b>3</b>
<b>3.</b>	<b>Disciplinary Procedures</b> .....	<b>3</b>
3.1.	Penalties .....	4
3.2.	General Provisions.....	4
<b>4.</b>	<b>Version Control</b> .....	<b>5</b>

### 1. Preamble

Any student found contravening the Code of Conduct may face disciplinary action.  
(Refer: Code of Conduct)

### 2. Disciplinary committee

A Disciplinary committee that is constituted by the Registrar when the following needs arise:

- Infractions of the code of conduct including ethical and academic misconduct or dishonesty
- Infractions of the terms and conditions of the student contract
- Bringing The Institute into disrepute

Core members of the committee will be the Registrar, a member of the Student Representative Council, and the relevant Dean, who will chair the meeting. In addition, the relevant Programme Co-ordinator can form part of the committee. This committee will function as a subcommittee of the academic board.

All disciplinary procedures will be minuted.

### 3. Disciplinary Procedures

- Any case of alleged misconduct by a student must be reported to the Registrar
- The Registrar will investigate the allegation against the student, collect the evidence and present it to the disciplinary committee if the allegation is found to be valid
- The student/s will receive notice of a disciplinary hearing no less than 48 hours before the hearing
- The notice will indicate the allegation against the student/s, the time, venue and proceedings
- The student has the right to be represented by a member of the SRC should they so elect
- In the hearing, the Registrar will present the charge and the evidence collected and allow the student the opportunity to defend himself/herself
- The Disciplinary Committee shall consider the allegation against the student, and will consider both oral testimony and written reports
- Both the Registrar and the student can call witnesses if relevant to the proceedings

- ☞ Before finding a verdict, the committee will excuse itself for discussions and all witnesses, representatives and students concerned will be asked to leave the room during deliberations
- ☞ The committee will then call in the student/s and their representative/s and present the committee's findings in respect of the charge i.e. guilty or not guilty
- ☞ If the finding is 'not guilty', the finding will be presented to the student in writing
- ☞ If the finding is 'guilty', evidence in mitigation or aggravation will then be heard
- ☞ Where the student is found to be guilty of misconduct, the Disciplinary Committee may impose penalties deemed appropriate, as provided for below
- ☞ Where a penalty is imposed by the Disciplinary Committee, the student will be informed of the finding, penalty and appeals procedure in writing
- ☞ Students can appeal the decision by the disciplinary committee by responding in writing within seven days to the Executive Dean
- ☞ The appeal will be overseen by the Executive Dean and a member of the academic board
- ☞ The imposition of the penalty is suspended pending the outcome of the appeal
- ☞ The Appeals committee will consider the evidence, the minutes and additional submissions with the appeal. The Appeals committee will evaluate both the finding and the process
- ☞ The Appeals decision is final
- ☞ If the student does not appeal within seven days the findings of the disciplinary committee is deemed final.

### 3.1. Penalties

The Disciplinary or Appeals committee may impose any of the penalties mentioned below:

- ☞ Admonition and/or warning
- ☞ Suspension from The Institute for a specified period of time
- ☞ Expulsion from The Institute
- ☞ Forfeiture of a qualification obtained in a dishonourable manner
- ☞ Written apology to a specified person or body
- ☞ Reimbursement for or repair of damage caused by a student.

### 3.2. General Provisions

- ☞ Any person involved in the laying of the charge against the student, or the giving or collecting of evidence against the student, may not be a member of the Disciplinary Committee presiding over the case of misconduct

- ☞ The chairperson of the Disciplinary Committee shall have the deciding vote should there be no outcome
- ☞ The Disciplinary Committee has the discretion to abandon or suspend the disciplinary investigation for a reasonable period
- ☞ Any deviation from these procedures may be condoned by the Disciplinary Committee if it is of the opinion that such deviation has not caused any material injustice to be done
- ☞ The student/s against whom the allegation of misconduct is charged, will be provided with a copy of the disciplinary procedures
- ☞ The chairperson of the Disciplinary Committee may delegate his/her authority at his/her discretion
- ☞ A student shall be entitled to student representation (SRC) as appropriate
- ☞ If a student is found guilty of misconduct, this will be reflected on his/her academic record. This may affect the issuance of a letter of good standing.

### 4. Version Control

Author	Date Reviewed
Registrar: Ms Carin Stoltz-Urban	30/01/2015
Registrar: Ms Louise Fuller	23/06/2017
Registrar: Ms Louise Fuller	20/01/2018
Registrar: Ms Louise Fuller	19/07/2018