



CODE OF CONDUCT POLICY

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Table of Contents

1.	Introduction.....	3
2.	Definitions	3
3.	Legislative Compliance.....	4
4.	Scope	4
5.	Purpose	4
6.	Provisions.....	5
6.1.	General Conduct.....	5
6.2.	Ethical Conduct.....	6
6.3.	Respectful Conduct.....	6
6.4.	Responsible Conduct	7
6.5.	Diligent Conduct	7
7.	Structures	7
8.	Review of this policy.....	8
9.	Appendix A	8

1. Introduction

The Da Vinci Institute is a private higher distance education institution offering programmes with outcomes-based curricula. This policy forms part of the institutional Quality Management System and details the principles for ensuring that programme offerings adhere to academic standards and empower students to contribute to the transformation of their communities, society and the economy of the future. This approach is underpinned by the Mode 2 discourse on the generation and distribution of knowledge.

The Da Vinci Institute requires adequate protection to be in place to assure the continuity and recovery of the institution's business following the loss of technology systems. This policy defines the requirements for a baseline Disaster Recovery Plan to be developed and implemented that will describe the processes to recover Information Technology (IT) systems, applications and data from any type of disaster that causes a major outage.

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:

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| <ul style="list-style-type: none">☞ Seeking the truth (curiosita)☞ Taking responsibility (dimostrazione)☞ Sharpening awareness (sensazione)☞ Engaging the shadow (sfumato)☞ Cultivating balance (scienza)☞ Nurturing integration (corporalita)☞ Holism (conessione). |
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2. Definitions

Term	Definition
Academic misconduct	In the research environment academic misconduct entails any practice that constitutes a serious deviation from what is

Term	Definition
	generally accepted within the scientific community in the submission, performance and reporting of research
Ethics	The moral principles that govern the Institution's behaviour; the moral correctness of specified conduct
Ethics code	Behaviour conducted according to this policy

3. Legislative Compliance

This policy is benchmarked against, and should be read in the context of the relevant legislation underpinning the principles against which institutional policies, processes and standard operational procedures are developed, implemented and maintained. These include:

- ☞ 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.

Da Vinci Policies, Guidelines and Regulations

All the relevant teaching and learning policies of the institution as per the Quality Management System including:

- ☞ Procedures: Code of Conduct
- ☞ Policy: Plagiarism
- ☞ Policy: Student Representatives
- ☞ Policy: Human Resources
- ☞ Policy: Invigilated Examination
- ☞ Policy: Conducting Ethical Research.

4. Scope

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

5. 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.

6. 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.

6.1. 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.

6.2. 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.

6.3. 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.

6.4. 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.

6.5. Diligent Conduct

Diligent conduct includes promoting:

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

Preventing:

- 🌀 Unprofessional conduct.

7. 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).

8. Review of this policy

Regular review and amendment of this policy will be done in line with the approved institutional policies and regulatory requirements. This will take place in consultation with the relevant quality assurance structures at departmental and institutional level, under the auspices of the official custodian of this policy, namely the Executive Dean.

9. Appendix A

1. Introduction

Any student found contravening the Code of Conduct may face disciplinary action.

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.