



Student Code of Conduct:

Compiled by:	Cecilia Louw
Date compiled:	April 2018
Review Date:	April 2019
Policy document number:	CSA_AD-02-Student Code of Conduct
Review Manager	Deon Le Roux (General Manager) _____
Approved by:	Academic Board _____
First version publication date:	April 2018
Previous version implementation date:	N/A

POLADR001A: Student Code of Conduct		Created	14 April 2018
Resource Material			
© College SA	Version:	1.1	Last Modified Date: 04/06/2018

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2 INTRODUCTION

SA College of Home Study Pty Ltd (trading as *College SA*) offers distance learning education. Therefore, students can continue their studies both part-time and full-time. Our goal is to accommodate and encourage lifelong learning in the South African labour force: employed, unemployed and discouraged job seekers. *College SA* is committed to providing distance-learning education that is inclusive and accessible to all students.

3 PURPOSE

The Student Code of Conduct provides a system which promotes learner growth, by setting both individual and collective responsibilities and boundaries.

The Student Code of Conduct supports and should be read in conjunction with all *College SA* student-related policies. More specifically the following, but not limited to:

- *Student Complaints and Grievances Policy available at the following link, <https://www.collegesa.edu.za/assets/Our-Policy/Student-Grievance-and-Complaints.pdf>*
- *The Cancellation Policy available at the following link, <https://www.collegesa.edu.za/assets/Our-Policy/Cancellations.pdf>*
- *The Refund Policy available at the following link, <https://www.collegesa.edu.za/assets/Our-Policy/Refunds.pdf>*
- *The Extention Policy available at the following link, <https://www.collegesa.edu.za/assets/Our-Policy/Extensions.pdf>*
- *Policy on Plagiarism (please request this directly from support@collegesa.co.za)*

4 SCOPE

The Policy applies to all students and prospective students at *College SA*.

All employees of *College SA* have to familiarise themselves with the policy, but this policy it is of particular importance to the **Educational Planners, Shared Services and members of Faculty** as these departments interact with students on a daily basis.

Student Code of Conduct is a guideline towards encouraging constructive communication and interaction between *College SA* and the students. Any activity that occurs on any other social-networking website also falls within the jurisdiction of the Student Conduct Code.

Each learner admitted to a programme of study offered by the College, is informed in writing of the requirements relating to conduct in the ***College SA Terms of Reference***.

It is the responsibility of the learner to ensure that they are familiar with the regulations and policies relating to conduct, grievances and discipline.

All student related policies are available on the following link: <https://www.collegesa.edu.za/our-policies>

5 PRINCIPLES

5.1 STUDENT CONDUCT

- Integrity and professionalism must be upheld at all times
- Students are responsible for and accountable for their learning achievement
- Students must demonstrate honesty and ethical behaviour
- They must strive for academic excellence and take pride in their work
- Students must respect the *College SA* educational environment and employees and the rights of fellow students
- Commitment to the *College SA* vision for lifelong learning is essential
- Abiding by the policies, procedures rules and regulations of *College SA* will not be negotiated

5.2 ACADEMIC INTEGRITY

The *Level Descriptors for the South African National Qualification Framework (NQF)* http://www.saga.org.za/docs/misc/2012/level_descriptors.pdf stipulates that students must be able to produce and communicate their own, original work.

College SA views plagiarism as academic dishonesty and describes this offence in detail in the **Policy on Plagiarism**.

Plagiarism weakens the educational process and could lead to a disciplinary response from *College SA*; this could include expulsion from a programme.

To ensure that students avoid academic dishonesty they should apply the following summarised principles:

- Reference all ideas expressed which are not the *student's original work*, whether it is images, parts of sentences, paragraphs, quotations, calculations, frameworks or theories.
- Work submitted by the students as their own must be *free of impermissible collaboration* between students.
- Results of their works should be their *interpretations and conclusions*.

5.3 COMMUNICATION AND BEHAVIOUR

Students are to be respectful and professional in all correspondence at all times. Disruptive behaviour and inappropriate language will not be tolerated.

5.3.1.1 *Examples of inappropriate language are as follows:*

- Use of profanity or unprofessional, offensive language
- Use of sarcasm
- Use of language that threatens or teases anyone in any way
- The use of language that is racist, homophobic, hateful or otherwise offensive

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5.3.1.2 Examples of disruptive behaviours are as follows:

Any behaviour or act that disrupts the learning environment both on the *College SA* premises or using the online resources is prohibited.

This includes (and is not limited to) the following social platforms:

- Email
- Facebook
- HelloPeter
- YouTube

Any behaviour or act where the students alter or forge any records, forms or documents that are submitted to *College SA* viewed as serious misconduct. Falsified or misleading information, both oral and written are grounds for immediate expulsion.

Disseminate our material to any other party (including other students, employers, regulators or institutions).

6 DISCIPLINARY PROCEDURE

Infractions of the Student Conduct Code can involve possible suspension or expulsion and shall be addressed by the **Head of Accreditation**.

6.1 STUDENT MISCONDUCT

6.1.1 Phases of Disciplinary Process:

The following broadly described phases outlines the process followed as described in the ***Student Disciplinary Policy***:

Phase 01: The student's misconduct is presented to the **Head of Departments** by the **General Manager: Academics**. A discussion is made regarding the level of misconduct and the measures to be taken.

Phase 02: The student is notified in writing of the misconduct by **the General Manager: Academics**.

Phase 03: The student is notified in writing of the right to appeal a decision of suspension or expulsion by **the General Manager: Academics**

Phase 04: The student has the opportunity to appeal if suspended or expelled College SA. Appeal needs to be submitted in writing to the **Head of Accreditation**

Phase 05: Student is notified in writing of the decision made by the **CSA Appeals Committee**

The **Head of Accreditation** will review the students appeal within five working days following receipt of the student's written appeal, and a final decision must be rendered in writing within five working days after the conclusion of the review by the CSA Appeals Committee.

6.1.2 Levels of severity of the misconduct:

Stage 01: Disciplinary Warning: a written reprimand regarding behaviour that violates the Student Conduct Code

Stage 02: Restriction: exclusion from (some modules) (still on the system)

Stage 03: Suspension: removal of the student for a time period (still on the system)

Stage 04: Expulsion: permanent disciplinary removal of the student from College SA (off the system)