POLICY: CODE OF CONDUCT

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Related documents

Da Vinci documents	Other
(e.g. Policies, Regulations, Guidelines, Contracts) • Procedure: Appeals • Policy: Examination • Policy: Student Representatives • Policy: Sexual Harrassment	(e.g. Legislation, DoE and HEQC directives and guidelines) • 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 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa
Website address of this document:	**www.davinci.ac.za**

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1 Preamble

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:

> ⅔ Seeking the truth (curiosita)
> ⅔ Taking responsibility (dimostrazione)
> ⅔ Sharpening awareness (sensazione)
> ⅔ Engaging the shadow (sfumato)
> ⅔ Cultivating balance (scienza)
> ⅔ Nurturing integration (corporalita)
> ⅔ Holism (connessione)

1.1 Purpose of the Code of Conduct

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

⅔ Reflect the values of The Institute and, therefore, does not replace but informs the policies, procedures, processes of The Institute;

⅔ Create a safe and conducive learning environment in which all students are able to derive full benefit from the growth and learning opportunity presented by The Institute; and

⅔ Increase awareness of their own professional conduct, thus equipping or honing within students this fundamental element of practical business ethos.

2 Provisions of the Code of Conduct

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

⅔ Policy on Plagiarism [RG03]
⅔ Policy for Student Representatives [RG05]
⅔ Policy on Sexual Harassment [OP04]
⅔ Policy on Examination

2.1 Examination Conduct

2.2 General Conduct

Students shall display high levels of professionalism, responsibility and integrity in all of their dealings with The Institute and therefore shall endeavour not to:

- Disrupt or attempt to disrupt teaching or study or research or the administrative or other activities of The Institute
- Disrupt or attempt to disrupt the lawful exercise of freedom of speech by members, students and employees of The Institute or by visiting speakers
- Obstruct or attempt to obstruct any officer, employee or agent of The Institute in the performance of his or her duties
- Damage, misappropriate or destroy any property of, or in the custody of the Institute or of any member, officer, employee or agent of The Institute, or knowingly misappropriate such property
- Occupy or use or attempt to occupy or use any property or facilities of the Institute except as may be expressly authorised by the relevant Institute's authorities concerned
- Forge, alter, falsify or misuse any Institute qualification or certificate or similar document or knowingly make false statements concerning standing or results obtained
- Engage in actions which are likely to cause injury or to impair safety;
- Engage in violent, indecent, disorderly, threatening, or offensive behaviour or language
- Disobey a reasonable instruction given within their authority by one of the authorities of The Institute
- Engage in any dishonest behaviour in relation to The Institute
- Refuse or knowingly disclose/furnish false information to The Institute or its staff
- Engage in the harassment of any member, visitor, employee or agent of The Institute
- Fail to comply with any other policy, procedure or rule of The Institute.

Students are required to:

- Switch off cell phones in class and at all formal programme related events
- Use electronic technology, if available, in class to capture comments and insights during workshop presentations by the lecturer and not for other purposes
- Be punctual; that is students should be seated in class at the official start time of the workshop and should not leave the class except at the official breaks, unless express permission to do otherwise has been granted in advance by the lecturer
- Channel all concerns or suggestions regarding The Institute's delivery of the product to the Programme Coordinator or formally to The Institute via the Student representatives on the Assessment and Examination Committee, Institutional Forum, Academic Board or Council.

2.3 Ethical Conduct

Ethical conduct includes:

Promoting:

- The 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
- Violation of confidentiality.

2.4 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
- Respect for differences of people's ideas and opinions.

Preventing:

- Discrimination on the basis of race, gender, religion, disability, sexual orientation or age
- The abuse of power
- Sexual, racial or other forms of harassment
- Disrespect for persons and property.

2.5 Responsible Conduct

Responsible conduct includes promoting:

- Transparency
- Inclusivity
- Accountability
- Good practice
- Conducive to safety, security, health and well-being
- Mutual responsibility for maintenance of an ethos and environment.

Preventing:

- Misuse of personal and Institute's information and property and the name of The Institute

> *Improper financial dealings and improper conflicts of interest practices threatening safety, security, health or well-being and political action which impinges on the rights of others.

2.6 Diligent Conduct

Diligent conduct includes promoting:

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

Preventing:

- *Misuse of time and resources
- *Inefficiency
- *Ineffectiveness
- *Unprofessional conduct.

3 Structures

Structures to give voice and meaning to the Code of Conduct, in The Da Vinci Institute's Governance Structures

- *The Da Vinci student fraternity is made up of diverse cultural, religious, political and economic backgrounds and The Institute is therefore committed to, through representation and participation, unite its student community and further commits itself to instil a culture of learning, research and critical thinking. This is done through relevant education to produce responsible citizens for both the South African society and Africa at large
- *Students will be represented by student representatives on the following Da Vinci Governance structures: Examination Committee, Institutional Forum, Academic board and the Da Vinci Council. 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 [RG02] Procedures: Appeals)

4 Version Control

Author	Revision
Carin Stoltz-Urban	30/01/2015
Louise Fuller	23/06/2017
Louise Fuller	20/01/2018