

Procedure: Code of Conduct  
RG02

## Table of Contents

<b>1.</b>	<b>Preamble</b> .....	<b>3</b>
<b>2.</b>	<b>Disciplinary Procedures</b> .....	<b>3</b>
2.1.	Penalties .....	3
2.2.	Right of Appeal .....	3
2.3.	General Provisions .....	4
<b>3.</b>	<b>Version Control</b> .....	<b>4</b>

## 1. Preamble

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

## 2. 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 chairperson of the Ethics Committee for further action
- ☞ The Ethics Committee shall investigate the allegation against the student, and will consider both oral evidence and written reports
- ☞ Before finding a student guilty of misconduct, the Ethics Committee will present the charge and the evidence collected, in writing to the student concerned, and allow the student the opportunity to defend himself/herself
- ☞ Where the student is found to be guilty of misconduct, the Ethics Committee may impose penalties deemed appropriate, as provided for below
- ☞ Where a penalty is imposed by the Ethics Committee, the student will be informed of the penalty in writing.

### 2.1. Penalties

The Academic Board 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.

### 2.2. Right of Appeal

- ☞ A student has the right to appeal the finding and/or penalty as imposed by the Registrar/Ethics Committee. The appeal must be lodged in writing with the Registrar/Ethics Committee within five days of receipt of the finding and/or penalty
- ☞ The imposition of the penalty may be postponed by the Registrar/Ethics Committee pending the outcome of the appeal
- ☞ The Ethics Committee will review the findings and outcomes of the Ethics Committee together with the appeal lodged by the student

- ☞ The decision made by the Ethics Committee is final.

### 2.3. 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 Ethics Committee presiding over the case of misconduct
- ☞ The chairperson of the Ethics Committee shall have the deciding vote should there be no outcome
- ☞ The Ethics Committee has the discretion to abandon or suspend the disciplinary investigation for a reasonable period
- ☞ Any deviation from these rules may be condoned by the Ethics Committee if it is of the opinion that such deviation has not caused any material injustice to be done
- ☞ The student against whom the allegation of misconduct is charged, will be provided with a copy of the disciplinary procedures
- ☞ The chairperson of the Ethics 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.

### 3. Version Control

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