



Student Code of Conduct

August 2014



MANCOSA

MANAGEMENT COLLEGE OF SOUTHERN AFRICA



STUDENT CODE OF CONDUCT

August 2014

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1.1 Introduction

1.1.1 This Code of Conduct outlines MANCOSA's expectations with respect to all students enrolled at MANCOSA. This document must be read in association with the Institutional Rules which is the definitive document on the regulation of student behaviour. Students are expected to comply with all MANCOSA Institutional Rules and relevant regulations.

1.1.2 This Code outlines what is expected from students (a summary of related sections in the definitive Institutional Rules) with respect to:

- a. what constitutes misconduct;
- b. the types of penalties which may be imposed for proven misconduct;
- c. disciplinary procedures; and
- d. the complaints procedure.

1.2 Student conduct

Students are expected to:

- participate in ensuring that there is a respectful and engaging study environment that allows for each student and staff member's national origin, political affiliation, gender, race, sexual preference, marital status, disability or religious belief, to be respected;
- know and comply with the rules, regulations, policies and procedures of MANCOSA;
- participate actively, with integrity and constructively, in the educational environment;
- monitor their academic progress throughout their studies and seek assistance when experiencing challenges;
- provide formal and informal feedback for the improvement of the learning and teaching environment;
- act honestly, for example, by not colluding with others to cheat, soliciting others to cheat, cheating or falsifying any academic work;
- respect the intellectual property rights over the academic work that others produce;
- assist in resolving disputes, appeals or grievances honestly and openly;
- use the MANCOSA facilities and resources in accordance with their function and the conditions for their use; and
- respect fellow students, staff members (including adjunct academic staff) and third party contractors, including their right to privacy and confidentiality.

1.3 Summarised Institutional Student Conduct Rules

1. A student will:
 - a. carry and produce his/her student card when requested by a member of staff;
 - b. comply with reasonable instructions when requested by a member of staff or third party service provider;
 - c. comply with any MANCOSA security and parking rules;
 - d. comply with MANCOSA's assessment (including examinations) rules, the use of the library, the computer facilities (Annexure 1) and other educational facilities;
 - e. report any observed offence or misconduct committed on MANCOSA premises within a reasonable period of time; and
 - f. attend classes, assessment activities and official meetings punctually, as relevant.

2. A student will not
 - a. without prior permission of MANCOSA, register or be registered at another higher education institution;
 - b. be in possession of or consume alcoholic liquor while on MANCOSA premises;
 - c. under any circumstances be inebriated or under the influence of alcohol at MANCOSA premises, or its workshop venues;
 - d. use, have on one's person, or be under the influence of any dependence producing drug at MANCOSA without a medical prescription in which case the Dean must be notified and a copy produced;
 - e. smoke (including e-cigarettes):
 - i. in a place where smoking is prohibited;
 - ii. in any lecture, seminar or workshop session; or
 - iii. in the library, any computer laboratory or any building of MANCOSA, or workshop venue; or at
 - iv. tests or examinations;
 - f. use a cellular phone during any academic activity, i.e. lecture, seminar, tutorial, computer laboratory session, test or examination;
 - g. use Wi-Fi to download non-academic programme-related material (e.g. videos, music, etc.);
 - h. bring to MANCOSA, or have in one's possession or control, or supply or dispose of to any other person at MANCOSA, any firearm or weapon of any kind;
 - i. bring, or have in one's possession or control, or supply or dispose of to any person at MANCOSA, any object which is capable of being used for the infliction of bodily harm; and
 - j. visit any pornographic site nor view, download or save pornographic material from any source through the use of MANCOSA equipment.

3. Students must consult the Programme Handbook provided to all students at registration. Not reading, misreading or misunderstanding the Programme Handbook's academic information will not be accepted as a reason for failing to submit an assignment or miss a class/workshop, test or examination.

4. The results obtained by a candidate in any examination shall not be released until fees payment is up to date and other monies due to MANCOSA have been settled.

5. MANCOSA does not accept responsibility for loss, theft of, or damage to vehicles or property arising out of a student's attendance at MANCOSA, howsoever caused.

1.4 Examples of Misconduct

In addition to 1.3.1 and 1.3.2, misconduct includes the following:

1. falsification of an academic record, or furnishes false or misleading information to MANCOSA or its staff;
2. uses MANCOSA's name, symbol or seal without authority or formal written approval;
3. obstructs or disrupts any teaching, study, research, examination or test or any official meeting, proceeding or ceremony or any other MANCOSA activity;
4. discriminates unfairly against any person at MANCOSA, including all staff, students and alumni on any grounds, including race (colour, ethnicity, national origin, nationality or descent), gender, sex, pregnancy, marital status, age, sexual orientation, family responsibility, family status, political conviction, religion, belief or culture, language, disability or medical condition;
5. interferes with the freedom of speech at MANCOSA, including misuse of social media in this regard, of any staff member, student or official visitor or of any speaker invited to express his/her views;
6. interferes with the freedom of movement of any staff member or student, or any guest or visitor;
7. enters or remains at any MANCOSA property or workshop venue where students are forbidden to enter or remain, including during MANCOSA's operating hours;
8. obstructs or attempts to obstruct or deter any staff members or third party contractors in the performance of their duties;
9. damages, destroys, attempts to damage or destroy, sells or wrongly uses, unlawfully possesses or misappropriates any MANCOSA property, or the property of any person within the MANCOSA precincts;
10. physically, verbally or sexually assaults or attempts to assault any person at MANCOSA, or causes any person to hold reasonable fears for her or his safety or physical or emotional well-being;
11. is insubordinate to any staff member (including third party contractors), office bearer or MANCOSA committee;
12. intentionally or negligently contravenes this code or encourages any other person to contravene this code;
13. threatens to injure, or injures, another person or persons within the precincts of MANCOSA;
14. commits any fraudulent act such as presenting false doctor's notes, misrepresenting the facts about a situation or forging any official documentation;
15. advertises, distributes or displays a banner, placard, notice, circular, letter or pamphlet at a MANCOSA office or site of delivery (campus) without the prior written consent of an executive staff member;
16. advertises goods, offers goods for sale, fundraises or collects money at any MANCOSA premises or workshop venue without the prior written consent of an executive staff member;
17. makes false or incorrect statements or provides incorrect information about MANCOSA to any person;
18. conducts him/herself in a way which is or could be prejudicial to the good name of MANCOSA, the maintenance of order and discipline at MANCOSA, or the proper performance of the educational activity at MANCOSA;
19. refuses to submit to the authority of any legitimate decision of an authoritative body of MANCOSA or staff member;

20. conducts himself/herself in an disreputable way on campus or elsewhere as a MANCOSA student;
21. engages in inappropriate sexual behaviour while on campus;
22. takes into an examination venue, or has in his/her possession whilst in the venue, any cell phone, books, memoranda, notes, devices, or any paper whatsoever, books or papers or devices as have been authorised by the invigilator;
23. aids or attempts to assist another student, or receives or attempts to receive unlawful help from another student, or communicates or attempts to communicate in any way with another student during an examination or test;
24. uses MANCOSA's computers, Wi-Fi, educational facilities or communication equipment in an unauthorised or inappropriate manner;
25. commits an act of academic dishonesty or plagiarism, including the copying of another student's assignment, or committing copyright infringement;
26. uses any illegal drugs, or has in his or her possession or control, or supplies or attempts to supply, or disposes of or attempts to dispose of any illegal drugs to any person while on MANCOSA premises;
27. uses the media or social media to bring MANCOSA into disrepute;
28. compromises the privacy and human dignity of a staff member or fellow student;
29. fails to observe any penalty imposed under any MANCOSA Institutional Rule or Senate resolution.

1.5 Penalties

1. Penalties for misconduct include the following:
 - a. verbal, written and final written warnings;
 - b. write and submit a second assignment, if the first was disallowed for whatever reason;
 - c. be failed in an assessment component of a module, or a reduced mark for that module;
 - d. failure of a module;
 - e. suspension of all or some of a student's rights and privileges, including exclusion from classes, examinations or other forms of assessment, use of facilities, withholding a student's assessment results and/or graduation, and prohibition of re-registration;
 - f. suspension of a student's enrolment for one or two semesters;
 - g. expulsion from MANCOSA; or
 - h. restitution for damages caused at MANCOSA or restitution of personal property of any MANCOSA member; and
 - i. institute legal action, if warranted.
2. In cases where a student is found guilty of misconduct, one or more of the above penalties may be imposed.
3. The penalties for misconduct involving dishonesty in assessment will take account of the relevant Senate-approved academic policies, procedures and guidelines.
4. Any penalty imposed under this policy may be suspended by the person or committee imposing it:
 - a. until the time for appealing against it has expired; or
 - b. for a longer period or indefinitely. Any such suspension may be subject to such terms and conditions (including undertakings by the student) as the person or committee imposing it deems fit.
5. Subject to a right of appeal provided for below, any decision where a student has been found guilty of misconduct and any imposition of a penalty on a student is final.

6. A student expelled from MANCOSA will not be re-enrolled except with the prior written approval of the Principal.
7. In case of misconduct resulting in any of the penalties above, and where the student concerned is a bursary holder, the bursary granter may be advised accordingly with the bursary suspended or terminated.

1.6 Disciplinary Action Procedure

1. Whenever misconduct is alleged, or if any person has reason to believe that misconduct in terms of this Code is being or has been committed, a written report must be made to the Dean or Managing Director, depending on whether it is an academic matter or not. After receiving the report, the Dean or Managing Director will investigate the matter.
2. In designating an investigating officer, the Managing Director or Dean shall have due regard to the capacity, ability and experience of the investigating officer.
3. No discussions and hearings may be audio or video recorded.
4. Investigation
 - a. Principles
 - i. Any investigation under this Code shall be in accordance with the principles of natural justice and will not be bound by the rules of evidence required for court proceedings.
 - ii. The principles of natural justice include the right to
 1. a fair hearing,
 2. the opportunity to present one's case; and
 3. a decision made by an unbiased person or persons.
 - iii. Decisions are made on the balance of probabilities, that is, on the balance of the evidence that it is more likely than not that the alleged act did occur.
 - iv. All parties involved in an investigation shall be treated with respect, dignity in an impartial manner.
 - v. Any investigation under this Code will have regard for confidentiality subject to any legal requirements for disclosure and the need for a full investigation.
 - vi. Should an investigation reveal apparent or suspected criminal conduct, MANCOSA reserves its right to report the matter to the lawful authority.
 - b. Procedure
 - i. Should an alleged misconduct pose a threat of:
 - disruption of educational or other legitimate activity;
 - injury to a person;
 - damage to property;
 - interference with witnesses, any students or staff; or
 - theft of property of MANCOSA or any other person on MANCOSA's premises, then the Managing Director or Dean, on recommendation of the investigating officer, may suspend the student from access to the MANCOSA premises, or to any or all academic or other activities.
 - c. After a preliminary review of an allegation and supporting evidence, the investigating officer may:
 - i. on the basis of insufficient grounds for the allegation, decline to pursue the matter, in which case the person(s) having raised the allegation will be informed accordingly;
 - ii. proceed with a formal investigation in terms of (d) below; or
 - iii. refer the matter to the Managing Director or Dean provided that where the Managing Director or Dean is the investigating officer, the matter be referred to the Principal.

- d. If the investigating officer decides to proceed with a formal investigation in terms of (c) (ii) above, she/he must serve the student with a notice to that effect usually within five working days of an allegation having been made (See Annexure 3).
 - e. The investigation will include:
 - i. a review of relevant documentation, if any;
 - ii. a discussion with the initiator of the allegation;
 - iii. clarifying and/or verifying any aspect of the allegation by seeking additional information; and
 - iv. the creation and maintenance of a complete file of all evidence.
 - f. Conclusion of the investigation
Upon conclusion of the investigation, the investigating officer shall refer the file of evidence to the Dean or Managing Director with a recommendation that:
 - i. the allegation be discussed with the student and the student be afforded the opportunity to present his/her case either verbally or in writing, or
 - ii. the student be formally charged with misconduct.
 - g. Subsequent action
 - i. When, during or upon conclusion of the investigation, the student voluntarily admits to the allegation, the investigating officer will refer the file of evidence, including a written admission by the student, to the Managing Director or Dean with a recommendation that an appropriate penalty in terms of 1.5.1 be imposed.
 - ii. In case of (f) (ii) above, a disciplinary hearing will normally proceed within five working days of receipt of the investigating officer's recommendation.
 - iii. In case of (g) (i) above, the Managing Director or Dean will normally impose a penalty within five working days of receipt of the recommendation.
 - iv. In cases of both (g) (ii) and (iii) above, the Managing Director or Dean will inform the student in writing of the outcome of the investigation.
5. Disciplinary Hearing
- a. Disciplinary Committee
 - i. The Managing Director or Dean, shall constitute a disciplinary committee comprising the following members:
 1. the Managing Director or Dean or his/her nominee as chair;
 2. two staff members;
 3. In special circumstances an external member may be appointed to join the committee.
 - ii. Decisions of the disciplinary committee shall be taken by majority vote.
 - b. Hearing
Notice
The Managing Director or Dean will normally within five days of having received from the Investigating Officer a recommendation to that effect, serve a notice of the hearing on the student concerned in such a way that he/she is certain that the student understands the notice. A notice of the hearing shall be in the form of Annexure 3. The date for the hearing shall be as soon as is reasonably possible after the notice is served, while allowing for preparations to be made by the student.
 - c. Proceedings
Proceedings will continue as set out below.
 1. The Chairperson opens the hearing where after the investigating officer puts the charge(s) to the student who has the opportunity to plead.
 2. If the student pleads guilty, the Chairperson proceeds to hear both parties on mitigating or aggravating factors and thereafter imposes an appropriate penalty.

3. If the student pleads not guilty, the Investigating Officer proceeds with presenting evidence and the student is allowed to cross-examine witnesses. The investigating officer may re-examine witnesses.
4. On completion by the investigating officer, the student states his/her case with the assistance of a friend (fellow student or staff member – no legal representation parent is allowed), if any, and to present evidence. The student and his/her witnesses in turn may be cross examined by the Investigating Officer. The student can re-examine any witness.
5. On completion by the student, both parties are allowed to summarise their cases where after they will leave the venue in order for the committee to deliberate on a verdict.
6. Once the committee has reached a verdict, the parties return for the verdict to be delivered.
7. The committee is not obliged to reach a verdict immediately.
8. In the case of a verdict of not guilty being delivered, the case is closed. In the case of a verdict of guilty, both parties may state mitigating or aggravating factors to be considered. They leave the venue for the committee to deliberate on an appropriate penalty. Committee decisions are taken by majority vote in case of failure to reach consensus.
9. When a decision on a penalty is reached, both parties return to the venue to hear the penalty. The Chairperson will then inform the student that he/she will receive a written verdict with reasons usually within two days. In addition, the Chairperson will inform the student of his/her right to appeal the verdict and penalty.
10. The Chairperson appoints a person to keep a record of the proceedings.
11. A copy of the record of proceedings shall be made available to the student, if requested.
12. A copy of the verdict and penalty will be placed in the student's file.
13. The Dean's Office shall keep a record of all student disciplinary hearings.

1.7 Appeal Procedure

1. Disciplinary Appeal Committee
 - a. The ad hoc Disciplinary Appeal Committee is composed of the following members
 - An external person appointed by the Managing Director or Dean (Chair)
 - A MANCOSA director (different from the member sitting on the Disciplinary Committee)
 - A MANCOSA staff member (different from the member sitting on the Disciplinary Committee).
 - b. The three member Committee constitutes a quorum. Decisions of the Committee will be taken by majority vote.
2. Proceedings
 - a. Any appeal on grounds of procedural error, the merits of the case or the penalty, must be lodged in writing with the Managing Director or Dean normally within five days of the student having received the written verdict.
 - b. The appeal will clearly state the grounds of appeal with supporting reasons.
 - c. The Managing Director or Dean will forward the notice of appeal and the record of proceedings to the Chairperson of the Committee who will convene the Committee to meet usually within five days of receipt of the appeal document. This timeline may be extended in the event of any member of the Committee being unavailable.

- d. The Committee will consider the documentation and
 - i. uphold the verdict and penalty;
 - ii. uphold the verdict and change the penalty;
 - iii. uphold the appeal and set aside the verdict and penalty;
 - iv. have the disciplinary hearing or part thereof re-heard.
- e. The Chairperson will convey the decision of the Committee to the Managing Director or Dean and the student usually within two days of the appeals Committee having reached a decision.
- f. A copy of the decision will be placed in the student's file.
- g. The Dean's Office will keep a record of all appeals and their outcomes.

1.8 Student Complaint Procedure

1. Complaints by students are addressed in a supportive environment that is free of victimisation or intimidation of anyone connected to the complaint, either during or subsequent to a complaint resolution procedure. Informal and early resolution of complaints is encouraged and desirable.
2. Complaint processes will be conducted in accordance with the principles of natural justice, and include:
 - an opportunity to be heard in a manner that provides sufficient time and information to prepare a statement;
 - minimising bias through involving disinterested persons who will act in an unbiased manner in relation to the complaint;
 - timely handling of complaints so that issues are speedily resolved without undue delay.
3. Subject to 1.8.4 below, confidentiality will be respected and maintained at all times. Occasionally, however, serious allegations arising during investigation of a complaint may require MANCOSA, by law, to report such allegations to external authorities (see also section 1.6.4.a.vi).
4. Any student who lodges a complaint and any staff member who may be directly affected by the complaint will be regularly informed of the progress of the matter.
5. Anonymous complaints will not be entertained or processed.
6. Except in special circumstances, as determined by the Principal, a non-academic complaint must be lodged within three months from the date on which the complaint was alleged to have arisen. All academic complaints must be lodged within fifteen working days of having occurred.
7. The procedure applies to all student complaints relating to institutional decisions or processes.
8. Grounds for complaint include:
 - a. improper, irregular or negligent conduct against a student of MANCOSA;
 - b. discrimination, prejudice or bias;
 - c. failure to adhere to appropriate or relevant published MANCOSA policies and procedures; and
 - d. a decision made without sufficient consideration of facts, evidence or circumstances of specific relevance to the student.

Complaint Resolution Stage 1: Early Conciliation and Informal Complaint Resolution

1. The student is encouraged to attempt to resolve the matter directly with the respondent, that is, the person or representative against whom the complaint is being raised. Normally, this stage of complaint is resolved by discussion of the matter between the parties.

2. If the student is uncomfortable with raising the matter with the respondent, then he or she must discuss it with an academic manager or line manager of the relevant administrative area.
3. If the student believes he/she has not received adequate resolution of the complaint through an informal complaint resolution discussion, then the student may seek further advice and information from the Academic Manager. Having considered this advice, the student may then decide to:
 - a. take no further action, or
 - b. make a formal complaint (see Stage 2).
4. The psychological counsellor may act as a mediator in the informal complaint resolution processes.
5. The process at this stage should normally take no more than five working days, from initial complaint to the appropriate person to resolution. This timeline may be extended depending on the availability of relevant staff members or students.
6. Resolution of the complaint shall be recorded in writing by the staff member investigating the complaint and signed by both the student and the respondent.
7. If the complaint cannot be resolved at Stage 1, the student may elect to move to Stage 2 of the process.

Complaint Resolution Stage 2: Further Conciliation and/or Investigation

1. The student may only move to Stage 2 after informal complaint resolution has been attempted.
2. Students wishing to take their complaint to Stage 2 must do so within 10 days of the date of completion of Stage 1.
3. Stage 2 involves lodging a formal complaint. This must be in the form of a written submission made to the academic or administrative manager within the relevant department, as appropriate to the particular complaint. However, if that person is the subject of the complaint or has a conflict of interest in the case, then the next most senior staff member higher than that person must be approached.
4. The academic or administrative manager, as appropriate, may undertake any of the following actions to resolve the complaint
 - a. discuss with the parties possible options for resolution;
 - b. consider all relevant matters and where appropriate make further enquiries and documents;
 - c. discuss the situation with the student and other party to the complaint in an attempt to conciliate the complaint; and
 - d. conduct an investigation or appoint a trained person to do so on their behalf.
5. The student and/or the respondent may elect to be represented or supported by a fellow student or staff member of choice provided that such fellow student or staff member accepts such appointment. Legal representation or a parent is not permitted.
6. The process at this stage should normally take no more than 10 working days from receipt of the written complaint by the appropriate person to resolution. This timeline may be extended in light of matters such as the availability of relevant staff members or students.
7. Resolution of the complaint shall be recorded in writing by the staff member who investigates the complaint and signed by the student and the respondent.
8. If the complaint cannot be resolved at Stage 2, the student may elect to move to Stage 3 of the process.

Complaint Resolution Stage 3: Investigation and Determination by Deputy Dean or Manager

1. The student may not proceed to this stage without having attempted to resolve the matter at Stages 1 and 2. The student must indicate how prior resolution of the complaint was attempted and not resolved.
2. Students wishing to take their complaint to Stage 3 must normally do so within 10 days of finalisation of the Stage 2 process.
3. Where the complaint is not resolved at Stage 2 of these procedures the student may lodge a written application to the Deputy Dean or relevant Director. If that person is the subject of the complaint or has a conflict of interest in the case, the Dean or Managing Director may appoint an alternative investigator.
4. The Deputy Dean or Director will take the following steps to investigate and reach a resolution:
 - a. interview and/or take a written statement from the student;
 - b. interview and/or take a written statement from the respondent;
 - c. interview and/or take written statements from all relevant people involved in the complaint;
 - d. interview and/or take written statements from the personnel who handled the complaint at stages 1 and 2;
 - e. review all relevant documents;
 - f. consider the complaint in the context of any other relevant institutional rules, policy or procedure;
 - g. seek advice from any other person deemed appropriate to assist in the complaint resolution;
 - h. grant the student and the respondent the opportunity to respond to all relevant information gathered;
 - i. determine if the complaint can be substantiated;
 - j. determine an outcome, noting mitigating circumstances; and
 - k. advise the student and respondent in writing of the outcome of the investigation.
5. The student and/or the respondent may elect to be represented or supported by a fellow student or staff member of provided that such fellow student or staff member accepts such appointment. Legal representation or a parent is not permitted.
6. Resolution of the complaint will be recorded in writing by the staff member investigating the complaint and signed by the student and the respondent.
7. The process at this stage should normally take no more than 10 working days from receipt of the written complaint by the appropriate person to resolution.

Appeal Process

1. A student or a member of staff affected by the determination of a Stage 3 complaints process may appeal against a decision directly to the Managing Director. The appeal must be in writing and usually be received by the Managing Director within 14 days of notification of the outcome of the Stage 3 process, but only on one or more of the following grounds:
 - a. the penalty imposed on the respondent, having regard to the evidence available, was too severe,
 - b. the penalty imposed on the respondent, having regard to the evidence available, was insubstantial in the opinion of the complainant,

- c. there was a misapplication of procedures resulting in some disadvantage to the student or staff member.
2. Should the Managing Director be in any way involved in the determination of a Stage 3 complaint, the appeal in terms of section rests with the Disciplinary Appeals Committee as constituted in terms of section 1.7.1.a and its processes.

Participation and Support Available During the Complaint Resolution Process

1. It is expected that students and/or staff involved will participate in the process in good faith.
2. It is recognised that in applying these procedures the student or respondent may require pastoral support. In the case of the student or respondent being a student or group of students, this support may be sought from a friend or colleague of choice or from academics within MANCOSA.
3. In the case of the student or respondent being an organisational unit, support and advice may be sought from MANCOSA senior staff who have specialist knowledge of the situation, provided that such contact does not create a conflict of interest.

Conclusion of the Process

1. Within five working days of the complaint having been concluded, the Managing Director will ensure that the relevant documentation is forwarded to the Dean's Office:
 - a. a copy of the written complaint;
 - b. concise details of the process and the outcome of resolution of the complaint; and
 - c. intended action by either party should the resolution of the complaint not be satisfactory.

Annexures

Annexure 1	Computer Laboratory Protocol
Annexure 2	Notice of Investigation
Annexure 3	Notice to Attend a Hearing

Annexure 1 Computer laboratory protocol

COMPUTER LABORATORY PROTOCOL

(in terms of Sections 1.3.1 (d) of the Student Code of Conduct)

1. The equipment is available for the benefit of all students, and as such must be respected and looked after.
2. Students are allowed access to computer laboratories only under the supervision of Information technology (IT) support staff and or lecturing staff/ independent contractor.
3. All students are required to display their student cards at their workstations when using the computer facilities.
4. Students are only allowed on websites that are applicable to their programme or module requirements.
5. The following sites, searches and downloading are prohibited: music, video's, films, games, mobile fun, pornographic sites and other software.
6. Wi-Fi downloading of non-education-related material (videos, music, etc.) is not permitted.
7. Students must comply with the set-up document for all computer facilities as required the IT Department.
8. No changing of any hardware and/or software settings is permitted. This category also extends to: set-ups, screen savers, autoexec, configurations, initial prompts and names backgrounds.
9. Unauthorised disks are not allowed from an outside source to ensure that viruses are not transferred to the computers.
10. Loading of software without authorisation from the relevant staff member is not permitted.
11. Removal of hardware and software (or any part thereof) without proper authorisation will be considered theft.
12. Use of cell phones in the computer laboratory is not permitted.
13. Students are to ensure that all Internet applications are closed upon leaving this facility.
14. No food or drink of any kind is permitted in the Computer Laboratory. Smoking is also prohibited.

Annexure 2 Notice of investigation

Date:

Students' Name:

Address

Dear

A complaint has been referred for investigation in terms of the Student Code of Conduct. It is alleged that you are in breach of section XXX of the Code (QUOTE).

The allegation of misconduct/complaint is that you ...

You are requested to be present at (PLACE) on (DATE) at (TIME) provide information about the allegation made against you. You may:

- present your case in person;
- submit a written statement in response to the allegation;
- submit any supporting information.

Please confirm your attendance or otherwise with me by email or by telephone at ...

Should you choose not to attend; the investigation will proceed in your absence. The findings of the investigation will be provided to the relevant internal authority for consideration.

Yours sincerely

NAME

INVESTIGATING OFFICER

Annexure 3 Notice to attend a hearing

Date:

Students' Name:

Address

Dear ...

Disciplinary hearing

Please note that a hearing will be held to with respect to an allegation of misconduct against yourself.

Nature of misconduct:

Charge:

Complainant:

The hearing details are:

Date:

Time:

Place:

Please note your rights:

- You are entitled to be assisted at the disciplinary hearing by a representative who is a fellow student or staff member. No legal representative or parent is allowed.
- You may have an interpreter, should you formally request one.
- You may have the opportunity to confer with your representative at reasonable times before, during and after the enquiry.
- You may personally, or through your representative, question the complainant and witnesses during the enquiry.
- You can provide evidence and to argue on the question of whether the misconduct occurred (the verdict).

- You can provide evidence and to argue in mitigation of sentence (penalty).
- Should you refuse or fail to attend, the enquiry will be held in your absence.
- You are entitled to lodge an appeal against the outcome of the disciplinary hearing within five working days of the receipt of the outcome. The appeal must be lodged with the Dean or Managing Director and must motivate fully the grounds your appeal and whether the appeal is to do with the procedure, decision (verdict) and/ or sentence (penalty) resulting from the hearing. An appeal will be decided as soon as possible after having been lodged.

Signature & Date

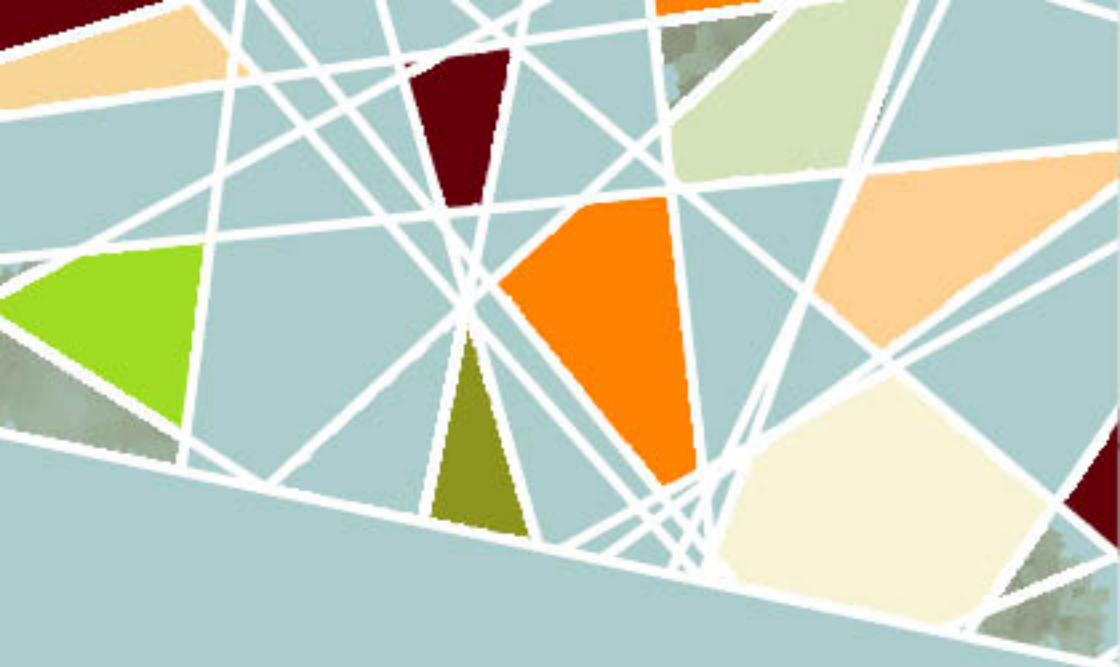
I, _____, hereby acknowledge receipt of this notification and confirm that I understand this notification. This notification, including my rights cited above, has been explained to me.

Signed _____ Date _____

Student Name _____ Contact number _____

NOTES

NOTES



Durban

26 Samora Machel (Aliwal) Street
Tel : + 27 31 300 7200, Fax : + 27 31 300 7297
Email : sss@mancosa.co.za

Johannesburg

Ground Floor, Sunnyside Park
13 Frost Avenue, Auckland Park, 2092, South Africa
Tel : + 27 11 853 3000, Fax : + 27 11 482 9072
Email : jhb@mancosa.co.za

Cape Town

First Floor, Stadium on Main Building
99 Main Road, Claremont, 7708
Tel : + 27 21 671 6576, Fax : + 27 21 671 4306
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