

STUDENT CODE OF CONDUCT POLICY

QMS POLICY DOCUMENT	
QMS DOCUMENT CODE	IQA- HET/STU4
VERSION NUMBER	5
NUMBER OF PAGES	6

	IQ ACADEMY-HET DIVISION/FACULTY	DATE
COMPILED BY	Quality and Regulatory Compliance Division	2013
AMENDMENT/REVISION HISTORY	Office of the Registrar	07/2021
APPROVAL AUTHORITY	Faculty Management Committee	12/2024
DATE OF NEXT REVIEW	Head: Faculty	12/2027

A decorative graphic in the top-left corner consisting of a thick red curved band and several thin blue curved lines with dots at their ends.

Table of Contents

1. POLICY PURPOSE	3
2. POLICY SCOPE.....	3
3. TERMINOLOGY	3
4. STUDENT'S ACKNOWLEDGEMENT AND UNDERTAKING.....	3
5. PROFESSIONAL CONDUCT	4
6. ACTS OF MISCONDUCT.....	4
7. DISCIPLINARY PROCESS AND APPEALS	7

1. POLICY PURPOSE

This policy establishes clear guidelines for the expected behaviour of students registered with iQ Academy and outlines actions that constitute misconduct. It promotes a safe, respectful, and conducive learning environment for students, employees, and contractors. It also provides a framework for addressing violations of the Student Code of Conduct and ensures that all disciplinary actions are handled fairly and consistently. This policy informs students of their responsibilities and the consequences of breaching the rules and regulations of iQ Academy.

2. POLICY SCOPE

This policy applies to all registered students of iQ Academy. It governs their conduct in all interactions with the institution, whether on iQ Academy premises, during online learning activities, or engaging with employees, contractors, or fellow students. It covers both academic and non-academic behaviour and includes specific provisions for conduct related to assessments, online platforms, social media usage, health and safety, and interactions in physical and virtual environments. The policy also applies to any actions that may bring the institution into disrepute or negatively impact the learning environment.

3. TERMINOLOGY

The following terminology is defined:

- **Code of Conduct:** A set of rules and guidelines that outline the expected behaviour of students and the standards they must adhere to while registered at iQ Academy.
- **Misconduct:** Actions or behaviours that violate the Student Code of Conduct, institutional policies, or rules and regulations may result in disciplinary action.
- **Disciplinary Action:** Measures taken by iQ Academy in response to a student's breach of the Code of Conduct or related policies, which may include warnings, suspension or expulsion, subject to due process and the institution's disciplinary procedures.

4. **STUDENT'S ACKNOWLEDGEMENT AND UNDERTAKING**

The student acknowledges that he/she accepts and understands:

- The iQ Student Code of Conduct, Policies and the Rules and Regulations of iQ
- The Terms and Conditions recorded during the registration process at iQ
- That disciplinary action may be taken against him/her should the student be found to be in breach of the Student Code of Conduct, Policies and Rules and Regulations of iQ

The student undertakes not to perform any act that is or may be harmful to iQ, students, employees or contractors. Any disciplinary action will be conducted in accordance with the principles of procedural fairness, including the student's right to be informed of the allegations, to respond, and to appeal in terms of the Student Appeals Policy.

The student hereby confirms that all information provided during the registration process regarding his/her studies and previous qualifications is true and correct.

5. PROFESSIONAL CONDUCT

- Students registered with iQ are expected to behave professionally in all academic and institutional interactions.
- Students may not vandalise the premises, property or equipment of iQ.
- Students may not cause grievous bodily harm to any student, employee or contractor of iQ.
- Students may not use abusive language towards any student, employee or contractor.
- The views and beliefs of all students, employees and contractors of iQ must be respected

6. ACTS OF MISCONDUCT

The student accepts that the following actions, but are not limited to, are deemed as acts of misconduct that may lead to disciplinary action.

ALCOHOL

Students may not distribute, dispense, possess, use, or sell any form of alcohol on iQ premises and any other premises utilised by iQ

ASSESSMENTS

Students may not:

- Share any form of work with another student
- Copy any form of work completed by another student
- Take any form of notes into the examination venue
- Remunerate a third party to complete any assessment on their behalf
- Assessment-related misconduct is further governed by the Assessment Policy and Plagiarism Policy.

CONTROLLED SUBSTANCES

Students may not distribute, dispense, possess, use, or sell any form of controlled substance as identified by the South African laws on iQ premises or any other premises utilised by iQ

COURSE MATERIAL

Students may not sell, prepare or distribute any iQ notes, memos, readers or course material provided to the student unless authorised by iQ in writing

DISHONESTY

Students may not:

- Fabricate any information
- Bribe any student, employee or contractor of iQ
- Furnish any false information
- Make any false accusations against a student, staff member or contractor of iQ
- Submit an assessment not completed by his/herself

DISTURBING THE PEACE

Students may not participate in an unlawful assembly and/or riot on iQ premises, or any other premises being utilised by iQ

FAILURE TO COMPLY

Failure to identify oneself to or comply with the directions of an iQ staff member acting in performing his/her duties while studying with iQ or on iQ's premises is considered an act of misconduct. This includes failure to disclose information to iQ when requested by a staff member while performing his/her duties.

FORGERY

Students may not:

- Make any alterations or amendments to any iQ document
- Misuse any form of iQ document
- Submit an assessment completed by a third party, submitted under their name

GENERAL CONDUCT

Students may not:

- Behave in a violent, indecent, disorderly, threatening or offensive manner, including harassment towards any student, employee or contractor of iQ
- Harass, victimise or discriminate against any student, employee or contractor of iQ on the grounds of age, disability, race, ethnic or national origin, religion or beliefs, gender, sexual orientation, pregnancy, maternity, marriage or civil partnership, or socio-economic background
- Behave in a way that brings iQ into disrepute
- Make false or malicious comments and/or complaints
- Use abusive language towards any student, employee or contractor of iQ (whether expressed orally, in writing or electronically)

HEALTH & SAFETY

Students will:

- not endanger or potentially endanger the safety or health of others
- not cause harm to others, including students, employees or contractors whilst on iQ premises
- not engage in any unlawful behaviour
- Comply with any reasonable request or instruction from iQ employees with regard to safety or compliance with Health & Safety policy and procedures.

PLAGIARISM

Students may NOT Plagiarise someone else's written or creative work. Plagiarism is the incorporation of work or material, in whole or in part, into his/her own work without acknowledging or citing/referencing the source. Detailed procedures and sanctions relating to plagiarism are set out in the Plagiarism Policy.

ONLINE DISCUSSION FORUMS

At iQ Academy, we aim to provide a digitally rich learning environment that is forward-thinking and innovative and enables student learning through technology.

The following activities involving the use of iQ Academy's digital learning environments are prohibited in online discussion forums:

- Trolling, which refers to posting inflammatory or off-topic messages in an online discussion forum with the intent of provoking an emotional response or otherwise disrupting normal on-topic discussion.
- Transmitting unsolicited information that contains obscene, indecent, lewd, or lascivious material or other material that explicitly or implicitly refers to sexual conduct.
- Transmitting unsolicited information that contains profane language or panders to bigotry, racism, sexism, or other forms of discrimination.
- Transmitting information that threatens bodily harm or intimidates another person or organisation.
- Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of its owner or the controlling authority to which it belongs.
- Creating, modifying, executing or retransmitting any computer programme or instructions intended to gain unauthorised access to other students' personal information.
- Posting illegal services, such as assessment writing services, in exchange for remuneration or any other service. Such posts are deemed fraudulent, and students who are found to attempt such behaviours will be reported to the police.

SOCIAL MEDIA / INTERNET COMMUNICATION USAGE

- Students may not post any false allegations, or abusive, defamatory or obscene messages targeted at iQ, its employees, students or contractors on any internet platform or social media network.
- Students may not disclose their usernames or passwords to any other person for access to iQ's student portals.
- Activities conducted via iQ's online platforms should be used for teaching and learning activities only.
- Students may not post or transfer files containing viruses, malware, or other programs or data that may disrupt iQ's online platforms.

The following are prohibited and may lead to disciplinary action:

- Sharing usernames or passwords
- Accessing or sharing illegal content

- Downloading, receiving and/or installing software applications on iQ's hardware
- Forwarding, downloading or accessing large video clips whilst using iQ's hardware
- Downloading, reproducing, sharing, retaining and/or creating records that contain music, images, sound or video if such is not required for the official teaching and learning activities.

Students agree and acknowledge that iQ has the right to:

- Monitor and access communications conducted through iQ Academy's institutional systems only where necessary and in accordance with applicable legislation, including the Protection of Personal Information Act (POPIA). The above will apply to all communication sent or received through facilities at iQ which the student can use to perform his/her tasks as part of his/her studies.

VANDALISM

Students may not:

- Make any marks or signs on desks, chairs or other property of iQ
- Damage any property belonging to iQ and/or any person associated with iQ
- iQ reserves the right to lay claim to compensation due to loss or damage to property on behalf of iQ and any third party associated with iQ.

WEAPONS

Students may not be in the possession, use or store a firearm or other weapon while on iQ premises.

7. DISCIPLINARY PROCESS AND APPEALS

Alleged breaches of this Code of Conduct will be investigated and managed in accordance with the institution's disciplinary procedures.

Students will be informed in writing of the alleged misconduct, afforded a reasonable opportunity to respond, and notified of the outcome.

Students have the right to appeal disciplinary decisions in terms of the Student Appeals Policy.