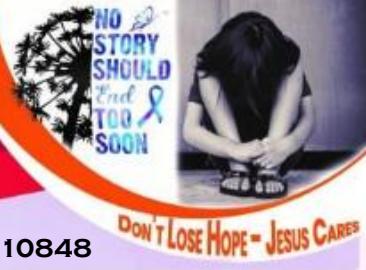




COMFORT, COMFORT MY PEOPLE INITIATIVE - [ISAIAH 40:1 - 11]

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06-QCTO/SDP070125094810 & 06-QCTO/SDP070125110848



CCMP'S

STUDENT CODE OF CONDUCT

CONTENTS

1. Preamble and Context
2. Purpose of the Student's Code of conduct
3. Professional Conduct
4. Acts of misconduct
5. Internet Communication Usage
6. Regulations – Examinations and Formal assessment regulations
7. Infringement Process – Misconduct procedures
8. Misconduct procedures
9. Penalties
10. Appeals
 - 10.1. Appeals Committee
 - 10.2. Appeals Procedure
11. Declaration



1. PREAMBLE AND CONTEXT

As officially registered and accredited Private Higher Education Institution, the Comfort, Comfort My People (CCMP) subscribes to the best educational practices as established by the South African Legislation governing Higher Education Institutions and enforced by three distinct regulators: the South African Qualifications Authority (SAQA); the Department of Higher Education and Training (DHET); and the Council on Higher Education (CHE). This legislation together with the bodies that regulate this legislation has a shared primary aim to promote, manage and enforce the quality of Teaching and Learning practiced by Higher Education Institutions. Whilst institutional responsibilities with regard to the quality of Teaching and Learning, as well as its various sub-areas, are dictated through various policies constituting the institutional Academic Quality Management System (AQMS), this document serves to outline the role the Student has in contributing to the quality of Teaching and Learning offered by the Institution.

This Code of Conduct applies to all registered Students at CCMP, and is aimed at preserving the integrity of all qualifications awarded by CCMP, safeguarding its norms and values. As such, it is essential for establishing and maintaining an environment that is conducive to sound academic practices, contributing to shaping individuals who can add value to society.

2. PURPOSE OF THIS STUDENT CODE OF CONDUCT

This Student Code of Conduct provides for appropriate corrective and punitive measures to be applied where necessary. It also offers guidance to Students regarding their required conduct, and via this process promotes fair and lawful adjudication of disciplinary measures.

This Code of Conduct also provides guidelines with regards to professional Conduct, Internet Usage, Academic and Administrative Rules, Dishonest Practices, Complaints, Suggestions and Examination Regulations.

3. PROFESSIONAL CONDUCT

Students registered with CCMP are expected to:

3.1 Behave in a professional manner in and outside the premises of the institution, bearing in mind that he/she represents / reflect the institution

3.2 Not disrupt classes by picketing, or by causing noise pollution or any form of disturbance, which prevents other students from attending or participating fully in a learning activities.

3.3 Not vandalise premises, venues, property or equipment utilised and/or owned, borrowed or leased by CCMP.



3.4. Not interfere with lecturers, facilitators and or any staff member nor prevent them from carrying out their duties in any way.

3.5. Not attend classes, workshops or any activity of the institution whilst under the influence of any intoxicating substance.

3.6. Not use any abusive and or vulgar language towards fellow students or officials of CCMP

3.7. Not fight any fellow student or official with the intent of causing grievous bodily harm.

3.8 Refrain from making racist, sexist, and religious disparaging comments against fellow students and or officials.

4. ACTS OF MISCONDUCT

The Institution considers, and the Student accepts, that the following acts are deemed to be acts of Misconduct. If the Student:

- 4.1 Either intentionally or negligently contravenes, subverts, assists, encourages or persuades any other individual to contravene/subvert a South African law or rule recorded in this Student Code of Conduct,
- 4.2 Refuses to obey or act contrary to any lawful instruction or request by any director, shareholder, lecturer, contractor, staff member or security officer of the institution, or any other person who is in a position of delegated authority
- 4.3. Acts in a racist manner towards any person whilst a registered Student of the Institution, whether statutory defined or otherwise,
- 4.4. Performs an action or refrains from an action, which may prejudice or be averse to the business interests, reputation and image of CCMP or its partners, affiliates or sponsors,
- 4.5. Offers a bribe to fellow student/s, employees or any other official.
- 4.6. Fails to report any fellow student/s who contravenes any stated Code, Regulation or Rule,
- 4.7. Wilfully and unlawfully infringes on any person's human rights as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996,
- 4.8. Wilfully participate in any activity that results in the disruption of the process of teaching and learning as well as the maintenance of order



4.9. Refuses or neglects to return borrowed library material or equipment from the Institution,

4.10 Acts or attempts to act in a dishonest manner, which includes, but is not limited to any form of conduct involving deception. For example theft, unauthorized possession of property, bribery, fraud, forgery or giving false or misleading statements,

4.11. Intimidates, assaults or attempts to assault any person or engage in any form of violence,

4.12. Coerce, communicate, touch and or signal any inappropriate sexual gestures or advances to any fellow student, visitor, staff member or any contractor in or outside the premises of CCMP

4.13. Committing any act of fraud, cheating during examinations or plagiarises, or implies original authorship of someone else's written or creative work by incorporating such work or material, in whole or in part, into his/her work without acknowledging or citing the source,

4.14. Possess any weapon, distributes, buys, sells or uses any dependency- inducing substance while on the Institution's premises, or in circumstances where he/she represents or is seen to represent the Institution,

4.15 Disclose any confidential information and or documents belonging to CCMP in exchange for money, benefit or other reward (whether financial or otherwise)

4.16. Speak or Act in any way that may bring the name of the institution into disrepute.

5. INTERNET COMMUNICATION USAGE

5.1 Students may not post any false allegations, abusive, defamatory or obscene postings targeted at CCMP, its employees, officials, partners, affiliate, sponsors or fellow students on any Internet platform or social network.

5.2 All CCMP IT resources – hardware, software, and network infrastructure – are to be used for teaching and learning purposes only.

5.3 Students may not disclose their usernames or passwords to any other person to access the CCMP networks and platforms.

5.4 Communication facilitated via CCMP technologies and platforms should be for teaching and learning initiatives only.



5.5 Students may not post or transfer any files that contain viruses, malware or any other programmes or data that may disrupt the CCMP systems.

5.6. CCMP has the right to limit the size of incoming and outgoing e-mail messages and attachments, downloads and other files and reserve the right to block and delete e-mail messages, downloads, attachments or other files that are larger than the set maximum size. It is the responsibility of Students to limit the size of attachments and other files to prevent overloading the equipment and networks.

5.7. Virus warnings or pop-ups that result from incoming e-mail or file downloads must be reported to CCMP.

5.8. Students must log-off in times of absence from a computer terminal to avoid improper and/or illegal use.

5.9. The following communications, actions or forms of content are prohibited and are punishable:

- a) Sharing logon usernames or disclosing passwords to any third party.
- b) Modifying an e-mail message and forwarding or replying therewith without noting the changes (i.e. deletions, removal of recipients, modification of content, etc.).
- c) Fabricating a message and/or sender of a message; intentionally bypassing the security mechanisms of the equipment or any third- party security system or website.
- d) Modifying the internal mail transport mechanism to forge a routing path that a message takes through the Internet.
- e) Accessing or sharing illegal content.
- f) Participating in e-mail "chain letters" or similar activities;
- g) Downloading, receiving and/or installing software applications not approved by CCMP .
- h) Creating, sending or forwarding unsolicited mail (spam).
- i) Creating, sending or forwarding marketing information or advertising material unrelated to CCMP Academy's official business.
- j) Downloading, reproducing, sharing, retaining and/or creating records that contain music, images, sound or video, if such records are not reasonably required for the Student's official teaching and learning activities.



k) Performing any action that prevents other users from using and accessing equipment or communication facilities;

l) In return for the right to access and use of CCMP's equipment and communication facilities and in the interest of the protection and maintenance of CCMP's security and non-disclosure responsibilities, the Student agrees and grants CCMP the right to:

- Intercept any communications.
- Intercept any records, and/or any information directly associated with communication.

6. REGULATIONS - EXAMINATION AND FORMAL ASSESSMENT REGULATIONS

The Institution's primary objective is to provide the Student with a platform for an academic qualification and therefore:

6.1 No unauthorised material may be in the Student's possession during an examination session. Examples of unauthorised material includes, inter alia, any material or device that contains notes.

6.2 Students may not, before or during the examination, write any notes on any part of their bodies, their clothes or any other object. During the examination in the examination room, rough notes may be made only on the question paper, or in the answer booklet, and should be crossed out and designated as such, and be handed in with the examination scripts.

6.3 Students may not tear out any portion of the examination books.

6.4 Examination books and question papers remain the property of CCMP and may not be removed from an examination room under any circumstances, therefore.

a) All examination books and question papers and parts thereof must be handed to the invigilator when exiting the examination room.

b) Students may not leave the examination room during the first hour or last 15 minutes of an examination session.

c) Students are required to write on both sides of the pages in the examination books.

d) No refreshments other than bottled water are allowed in the examination venue.



e) It is an examination infringement to assist or to attempt to assist another student, ask another student for assistance, receive assistance from another student, or to try to make contact with another student in any way whatsoever.

f) No cell - phones are allowed into the examination venue.

g) Any student who infringes the examination regulations in any way may be subject to punitive measures by the Student Disciplinary Committee.

7. EXAMINATION - INFRINGEMENT PROCESS

7.1 In the event of suspected examination infringement, the Invigilator will confiscate the Student's examination book with the evidence (notes, etc.).

7.2 The Invigilator together with the Student will write and sign a report on the incident.

7.3. A second examination book will be offered to the Student who must then answer the question paper from the beginning.

7.4. The examination books, invigilator's report, student's report (optional) and evidence will be forwarded to the CCMP's General Manager.

7.5. After the examination, the Student will be summoned by the General Manager to appear before the Student Disciplinary Committee for a hearing.

7.6. The Student will be forwarded a Charge Sheet upon which he/she has to enter a plea.

7.7. The Student will be required to complete and sign a Pro-Forma Statement.

7.8. The Charge Sheet plus the Statement must reach the General Manager before the stipulated hearing date.

7.9. The Student may call on witnesses to support his/her case.

7.10. The Student is required to notify the General Manager at least ten (10) working days prior to the hearing should he/she wish or intend to call on witnesses.

7.11. The proceedings may be concluded in the Student's absence if he/she does not attend the hearing.

7.12. The Student will receive an examination 'result pending' until the disciplinary hearing has been completed.



7.13. If the Student is found not guilty, both examination books will be marked and the highest mark will be awarded.

8. MISCONDUCT PROCEDURES

8.1 In the event of an alleged transgression of this Student Code of Conduct, a charge of Student misconduct may be laid with the General Manager of the Institution. The General Manager reserves the right to investigate or delegate the investigation of any misconduct.

8.2 The General Manager is not obligated, but reserves the right to, at any time investigate an allegation of misconduct and inform the parent(s) or legal guardian of a Student (notwithstanding the Student having reached the legal age) of any possible disciplinary investigation and/or proceedings conducted against the Student.

8.3 A Disciplinary Committee will conduct hearings and propose appropriate penalties in accordance with this Student Code of Conduct.

8.4 The General Manager may appoint a staff member or a person outside the Institution to act as an initiator/prosecutor in proceedings before a Disciplinary Committee.

8.5 If the General Manager is of the opinion that a formal charge of misconduct against the Student is warranted, the General Manager may have such a charge formulated.

8.6. Formal disciplinary procedures

a) If charges against a Student have been formulated and the Student denies the charge(s) against him/her, the General Manager may convene a disciplinary investigation by the Disciplinary Committee. The committee will determine whether the Student is guilty of the alleged misconduct and decide on disciplinary measures in accordance with this Student Code of Conduct.

b) The written charge shall be compiled and delivered to the Student concerned. In the document the Student shall be summoned to appear at the specific date, time and venue stated in the document in order to answer to the charge.

c) A Student shall be entitled to be accompanied by his/her parent(s) during the disciplinary proceedings. The Chairperson of the Disciplinary Committee may give permission to a third party other than the parent(s) or guardian of the Student to assist the Student. This third party will be allowed to provide general support to the Student, but shall not act as a legal representative.



d) The procedure followed during any disciplinary proceeding shall be determined by the Chairperson of the Disciplinary Committee.

The proceedings shall include that the Student:

- Is provided with sufficient details of the charge(s) against him/her.
- Is afforded reasonable time to prepare for the proceedings.
- Is asked whether he/she understands the charge(s) and is requested to enter a plea of guilty or not guilty to the charge(s).
- Is permitted to call witnesses to give evidence in his/her favour.
- Is allowed to cross examine anyone who gives evidence against him/ her.
- Is allowed to present his/her case to the Disciplinary Committee.
- Is allowed to present mitigating circumstances if found guilty of any charge(s) against him/her.
- Is entitled to be informed of any further internal processes (any possible appeal), which he/she may pursue and the possible consequences or results of such processes, and is upon request, provided with written reasons for any decision made by the Disciplinary Committee.

The Disciplinary Committee shall keep minutes of the proceedings and ensure that such minutes are kept in an appropriate manner.

If requested in writing by a Student who has been found guilty of any charge(s), the Disciplinary Committee must furnish written reasons for its decision and/or disciplinary measures imposed within a reasonable period after such request has been made. After submission of the mentioned written reasons, the Disciplinary Committee will have fulfilled its function.

9. PENALTIES

9.1. Upon finding a Student guilty of misconduct and having heard evidence in mitigation, the Chairperson at the Disciplinary Committee may impose any one of, or a combination of the following penalties, (which is not exhaustive):

- a) Reprimand the Student.
- b) Temporarily or permanently deprive the student of any right or privilege associated with his/her registration as a Student at the Institution;
- c) Impose a fine not exceeding the amount determined from time to time for this purpose by Council, and/or order the Student to pay an amount which amounts to the actual damage caused by the Student and/or to reimburse any other party for damages suffered;



d) Compel the Student to perform community service within the Institution for a specified number of hours as are deemed to be reasonable given the nature and seriousness of the transgression and the evidence presented to the committee.

e) Deny the Student the right or privilege to register for a particular module, or revoke a credit obtained in a module.

f) The Chairperson may suspend any of the above penalties wholly or in part on condition that the Student adheres to or complies with any measure imposed, which is designed to correct behaviour, educate Students and/or act as incentive to modify behaviour.

9.2. If an appeal against a decision of the Disciplinary Committee is lodged,

a) the Chairperson may, in appropriate circumstances, suspend any disciplinary measure imposed by the Committee pending the result of the appeal.

b) Students will be required to cover all costs involved including legal procedures and remunerate committee members not on the CCMP payroll.

c) Imposed fines and costs must be paid within 60 days of the finding and penalty impaired.

10. APPEALS

10.1. APPEALS COMMITTEE

a) The Appeals Committee consists of the General Manager or his/her nominee, who may be an Institution staff member (full time or part time) or a person from outside the Institution, and whom shall act as Chairperson of the Committee; and

b) One permanent academic staff member of the Institution; and

c) One permanent academic staff member from any department within the Institution;

d) With regards to staff members who serve on the Appeals Committee, a staff member having been a member of the Disciplinary Committee in respect of a certain matter may not serve as a member of the Appeals Committee in respect of the same matter.



10.2 APPEALS PROCEDURE

- a) The Student may appeal to the General Manager on the process or outcome of a disciplinary hearing in writing within seven (7) working days of the decision, indicating the grounds on which the appeal is based.
- b) The Appeals Committee may uphold, amend or reduce the sentence.
- c) The Appeals Committee will not be bound to the record of the hearing before the Disciplinary Committee and may call for additional evidence and/or witnesses.
- d) The verdict reached by the Appeals Committee will be final and binding.
- e) The appellant (the Student appealing) may be liable for all costs that CCMP incurred in respect of the Appeals and/or at the Disciplinary Committee. The Appeals Committee does have the discretion to make any orders as to the cost of the Appeals and/or Disciplinary Committee proceedings.

11. DECLARATION

I.....ID..... hereby accept, acknowledge and promise to keep and honour this code of conduct. I also accept that contravening this code will result in appropriate consequences.

.....
Student Signature

.....
Date

.....
CCMP: GM's signature

DATE STAMP

