

QUALITY MANAGEMENT SYSTEM

E.2

TITLE: POLICY: STUDENT CODE OF CONDUCT

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Signatures	

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1. PURPOSE OF POLICY

The College is an institution where knowledge and skills embedded in a Christian ethos and spirituality are sought and imparted. Such an institution can only flourish in an environment where the rights and privileges of everyone are respected. It is the function of this code to describe the ethos underlying the conduct of students registered at the College. The College's system of discipline, in line with this code of conduct, will be administered fairly and reasonably.

2. SCOPE OF POLICY

This policy applies to all registered students and staff of Hugenote Kollege on as well as off the College Campus or training sites.

3. REFERENCES

3.1 Hugenote Kollege Vision and Mission

4. PRINCIPLES

This Code of Conduct reflects the core values of the Hugenote Kollege. The conduct of each student and staff member is important for sustaining an environment conducive to the transference and discovering of truth, knowledge and skills in the context of an academic community with a Christian ethos. Hence, the College community requires a commitment from every student and staff member to act ethically, respectfully, responsibly and diligently.

4.1 Ethical conduct requires inter alia the promotion of

- a Christian ethos,
- ethical treatment of people and the environment,
- ethical use of resources and property,
- the prevention of plagiarism and all forms of intellectual dishonesty,
- favouritism and nepotism,
- the violation of confidentiality.

4.2 Respectful conduct requires the promotion of

- obedience to the rules of the College and the laws of the country,
- equity and equal opportunity,
- academic formation,
- trustworthiness,
- integrity,
- fairness,

- courtesy and harmonious relationships,
- human dignity and willingness to serve
- and the prevention of discrimination,
- the abuse of power,
- sexual, racial or other forms of harassment,
- disrespect for persons and property.

4.3 **Responsible conduct** requires promotion of

- transparency,
- inclusivity,
- accountability,
- good practice,
- mutual responsibility for maintenance of an environment conducive to safety, security, health and wellbeing and the prevention of
- the misuse of personal and College information and property and the name of the Hugenote Kollege,
- improper financial dealings and improper conflicts of interest,
- practices threatening safety, security, health or wellbeing,
- actions impinging on the rights of others.

5. **RESPONSIBILITY & AUTHORITY**

The Management of the Hugenote Kollege will be responsible for the implementation and regulation of the policy.

6. **RELATED POLICIES**

- 6.1 Grievance Policy
- 6.2 Appeals Policy
- 6.3 Admission Policy
- 6.4 Staff Policy
- 6.5 Disciplinary Code
- 6.6 Sexual and Gender Related Misconduct