



STUDENT CODE OF CONDUCT



INSCAPE

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STUDENT CODE OF CONDUCT

AIM

Inscape provides an environment conducive to learning, industry relevant programmes and courses, up-to-date technology, and informed lecturers. We require that the students take responsibility for their progress both on an academic and personal level to ensure their success. The overriding objective at Inscape is to develop our students into responsible, creative, successful, ethical practitioners with a passion for their profession.

PURPOSE

This policy describes the institutional expectation of Inscape students and details what would be considered as misconduct.

SCOPE

This policy applies to all students enrolled at Inscape for any contact or distance qualification or short course.

PRINCIPLES

Students are expected to comply with the laws that Inscape functions within as well as with institutional policies, procedures, and directives. Inscape student conduct should align with the vision and mission of the institution, as such students are expected to be professional, responsible, ethical, respectful, and diligent.

All policies and handbooks are reviewed and updated regularly, and it therefore remains the student's responsibility to read these policies and procedures from time to time to remain up to date.

It is the student's responsibility to comply with the Inscape policies. Misconduct where a student does not comply with the institutional rules and policies may result in disciplinary action and noncompliance may be grounds for disciplinary action.

1 PROPERTY

- 1.1 A student may not use or handle Inscape property negligently or with malicious intent.
- 1.2 A student may not vandalise premises, venues, property or equipment owned and/or utilised by Inscape.
- 1.3 A student may not remove/use any Inscape property, equipment, or amenities without prior consent.
- 1.4 A student may not damage or use Inscape property inappropriately.
- 1.5 A student may not displace or take possession of the property and/or equipment of any staff member, fellow student, or visitor without prior permission from the owner.
- 1.6 A student will not perpetrate any form of theft of Inscape property or property of any person on Inscape's premises. Being found in possession of stolen property creates a reasonable suspicion of theft.
- 1.7 A student may not infringe or attempt to infringe on the freedom of movement of any fellow student, contractor, or staff member on any Inscape **Learning Hub**.
- 1.8 A student may not obstruct access through traffic, movement and class transfers of any Inscape student, member of staff and/or visitor or member of the public.
- 1.9 Students shall not litter and will remain responsible for cleaning their workspaces, studio, and equipment at the end of every session.
- 1.10 A student may under no circumstance hang up any images such as a poster, picture and/or advertisement without prior permission from the Campus Director.
- 1.11 Inscape does not accept responsibility for the loss, theft, or damage to any property (including vehicles) on a **Learning Hub**.

2 WEAPONS

- 2.1 Students may under no circumstances bring any dangerous weapons onto any Inscape **Learning Hub** or Central Hub. Dangerous weapons may be considered any implement that can cause bodily harm with or without intent. This includes but is not limited to:
- 2.2 knives;
- 2.3 daggers;
- 2.4 switchblades;
- 2.5 firearms or guns;
- 2.6 explosives;
- 2.7 martial arts equipment;
- 2.8 electrical tazers; and
- 2.9 poisons – in gas or liquid form.
- 2.10 Should a student be found in possession of a dangerous weapon it will be confiscated and locked away and the student's account payer/s will be notified.
- 2.11 In the case of assault or intent to assault with a weapon, point 2.2. will be enforced and the local police will be notified.

3 ILLEGAL SUBSTANCES

- 3.1 No student may bring any illegal substance, as defined by the Drug and Drug Trafficking Act 140 of 1992, or alcohol to any of the Inscape **Learning Hubs**.
- 3.2 A student may not possess, distribute, sell, or provide any illegal drug, as defined by the Drug and Drug Trafficking Act 140 of 1992, or alcohol on any of the Inscape **Learning Hubs**.
- 3.3 Inscape reserves the right to search and/or test a student should they be suspected of holding any illegal substance or alcohol.
- 3.4 Students may not consume alcohol on Inscape **Learning Hub** unless permitted by the Campus Director.
- 3.5 A student who is found attending sessions under the influence of any intoxicating substance will be asked to leave the premises and, where necessary, escorted off the premises.

- 3.6 A student who displays drunk and/or disorderly behaviour and/or any other behaviour as a result of the ingestion of an intoxicating substance may be escorted off the **Learning Hub** premises immediately.

4 STUDENT BEHAVIOUR

- 4.1 A student may not stalk, harass, intimidate, or bully a fellow student or member of staff. This includes cyber bullying and intimidation.
- 4.2 A student may not behave in a manner that restricts or hinders a fellow student's or member of staff's ability to work.
- 4.3 Students shall at all times act and communicate respectfully towards all fellow Inscape students, staff, contracted employees, and guests.
- 4.4 Students are seen as ambassadors of Inscape and will therefore act respectfully towards Experiential Training hosts, Job Shadowing hosts and members of the public.
- 4.5 Students may not under any circumstance degrade or discriminate against a fellow Inscape student, member of staff or the general public based on religion, gender, race, sexual orientation, or any of the other rights contained in the Bill of Rights, Chapter 2 of the Constitution, 1996.
- 4.6 Students may not, in all forms of communication, use any abusive or inappropriate language towards a fellow Inscape student, member of staff or member of the general public.
- 4.7 A student may not solicit any form of business from Inscape without declaring the nature of the business and/or asking permission from the Campus Director. This includes advertising goods for sale, fundraising or money collection on the **Learning Hub** without the prior written consent of the Campus Director.
- 4.8 Students need to familiarize themselves with the Student Handbook and Academic Policies and Procedures made available on the Learning Management System.
- 4.9 If a student commits any statutory or common law crime, they will be subject to an Inscape disciplinary hearing.
- 4.10 If a student is convicted of any statutory or common law crime, they will be subject to an Inscape disciplinary hearing.
- 4.11 Should a student observe any form of misconduct on a **Learning Hub** or on Inscape communication platforms they must report it immediately to the Campus Director. Should a student observe any form of misconduct and not report it to the Campus Director they may be subjected to a disciplinary hearing and be held accountable for identified misconduct.
- 4.12 Should a student assist in or encourage any other student to commit an act which constitutes misconduct they will be subjected to a disciplinary hearing and may be held accountable for identified actions.
- 4.13 Smoking and vaping is not permitted in the buildings or on the Inscape property.
- 4.14 Students may not make or receive telephone calls during lecture sessions unless permission has been granted by the lecturer.
- 4.15 Students are to dress appropriately at all times when attending classes and when representing Inscape.
- 4.16 Students will comply with any parking rules as set out per Inscape **Learning Hub**.
- 4.17 Students will not contravene or attempt to contravene any instruction, regulation, rule, or directive of Inscape.
- 4.18 Students may not refuse to obey any lawful instruction or request by any lecturer, contractor, staff member or security officer of Inscape.
- 4.19 Students will not intentionally or negligently act in a manner that can bring the good name of Inscape into disrepute or otherwise compromise Inscape or any of its lecturers, contractors, or staff members.
- 4.20 Students may not assault or attempt to assault any person on an Inscape **Learning Hub** or elsewhere where he/she can be identified as a student of Inscape.
- 4.21 No student will engage in fighting on an Inscape **Learning Hub** or elsewhere where he/she can be identified as a student of Inscape.

- 4.22 A student will not conduct himself/herself in an indecent, improper, or insulting manner on an Inscape **Learning Hub** or elsewhere where he/she can be identified as a student of Inscape.
- 4.23 A student will not make himself/herself guilty of any intentional or negligent conduct prejudicing the maintenance of order and discipline at Inscape.
- 4.24 No student may behave towards or communicate with any fellow student, staff member or contractor on any part of the **Learning Hub** in a manner that is sexually inappropriate, coercive, violent, or harassing.
- 4.25 Even though Inscape respects every student's basic right to freedom to belong to and enjoy a cultural, religious, or traditional community of his/her choice, such rights may not be exercised in a manner inconsistent with the rights of other students to learn and be educated at Inscape.

5 TECHNOLOGY

- 5.1 All Inscape course material (digital or physical) is subject to Inscape copyright. No student may copy, distribute, or reproduce Inscape courseware other than for the purpose of their own private use during the course of their studies with Inscape.
- 5.2 All material created for Inscape, including but not limited to digital notes, physical notes, computer software and recordings (audio or visual) remains the property of Inscape unless otherwise stipulated in a written agreement.
- 5.3 Students may not make illegal or unauthorised copies of any software provided by Inscape.
- 5.4 All students acknowledge that all software licenses provided are only available for the duration of their studies and are to be utilised for academic purposes only.
- 5.5 No student may share their network login details, usernames and/or passwords with a third person.
- 5.6 No student may change or utilise another student's network login details, usernames and/or passwords with or without their consent.
- 5.7 Downloading, storing, generating and/or distributing any form of media (including but not limited to printing, videos, social media platform media) that is racist, sexist, politically deprecating, pornographic or religiously offensive will result in a disciplinary hearing.
- 5.8 Intentionally sending messages, files and/or attachments that are infected with viruses or considered as spam or attempting to hack any of the Inscape systems, will result in a disciplinary hearing.
- 5.9 Any form of bullying or cyber bullying (including but not limited to destructive messages via email, text messages, social media messages and/or audio messages) will not be tolerated and is considered misconduct.

6 FRAUD AND PLAGIARISM

- 6.1 Inscape takes the misuse of anyone else's, or your own work seriously, therefore, plagiarism, copying another author's work or using source text and images without reference is covered in the Inscape Plagiarism Policy.
- 6.2 When a student is found to be guilty of a major instance of plagiarism the consequences may be expulsion.
- 6.3 Students are encouraged to make use of the software made available to them to check their work for plagiarism, understanding that these types of software are not 100% accurate. Therefore, honesty is the best approach to avoiding plagiarism.
- 6.4 Falsification of any documents is considered a criminal act and will also be regarded as serious misconduct in terms of this code of conduct.
- 6.5 Falsification of current or previous qualifications in order to gain admission or the falsification of current information will be seen as fraud and will result in disciplinary action. The case will be reported to SAQA, who will lodge a case with the Police and add the candidate to the SAQA list.

- 6.6 Falsification of names, identification numbers or passport numbers will be seen as fraud and will be reported to the relevant authorities and will result in disciplinary action.
- 6.7 Falsification of any documents relating to Experiential Training will be seen as fraud and will be reported to the student's host company as well the relevant authorities and will result in disciplinary action.
- 6.8 Falsification of medical information or documentation including doctor's letters or medical certificates, will be seen as fraud and will result in disciplinary action.
- 6.9 Falsification of email details (such as time, dates, and recipients) and project deadline notifications will be seen as fraud and will result in disciplinary action.
- 6.10 Students should consult the Inscape Plagiarism Policy and the Assessment Policy for further details regarding plagiarism and the consequences of academic dishonesty.

7 MARKETING, INTERNET COMMUNICATION AND SOCIAL MEDIA

- 7.1 A student may not knowingly make a misleading or false statement or allegation about Inscape to any person or on any internet platform or social network.
- 7.2 A student may not intentionally provide false information about Inscape to any person or on any platform.
- 7.3 Students may not make use of Inscape's corporate branding without the prior written permission of the marketing department of Inscape, which department can be contacted at marketing@inscape.co.za.
- 7.4 All work produced by Inscape students remains the property of Inscape. Students are required to make their work available for competitions, displays, other Inscape events and for use as promotional material as and when required by Inscape.
- 7.5 Students are the heart of the organisation and as such are expected to subscribe to the Inscape ethos and promote Inscape at every level and touch point in a positive light.

8 HEALTH AND SAFETY

- 8.1 Students are required to comply with any and all health and safety regulations and rules announced by Inscape from time to time.
- 8.2 Students must be familiar with emergency numbers and know the location of all **Learning Hub** emergency stations.
- 8.3 Students are required to be familiar with the safety procedures of the **Learning Hub**, which procedures (including, but not limited to, fire exits and escape routes) are displayed on hub.
- 8.4 Students must be alert and aware of their surroundings by limiting distractions such as cell phones, laptops, and notebooks.
- 8.5 Where possible, students should travel in groups. If a student must travel alone - walk, drive, or bike in well-lit areas. Students must be sure to alert at least one other person of their whereabouts at all times.
- 8.6 Students should only park in safe and/or well-lit areas.
- 8.7 Never leave electronic devices in open, visible areas in a vehicle or unattended **onsite**.
- 8.8 Students are required to report any suspicious activity to the Campus Director or a relevant Manager and notify them about any suspicious persons, vehicles, or activities in or outside of the Inscape building.
- 8.9 If a student witnesses a crime being committed **onsite**, he/she should contact the Campus Director or any of the Administration staff.
- 8.10 A student must at all times be able to produce their student card and number as form as identification on Inscape premises for security purposes.

9 ACADEMICS

- 9.1 Students who are found guilty of any form of academic dishonesty or misconduct will be subject to disciplinary action.

- 9.2 Academic dishonesty or misconduct refers to any action aimed at gaining or attempting to gain an unfair academic advantage in a formal assessment, or any activity that could undermine the integrity of academic programmes and/or research.
- 9.3 Academic misconduct includes, but is not limited to plagiarism; research misconduct (including the manipulation of research data, processes, and material); failure to comply with formal examination or assessment instructions; the possession of unauthorised material during an examination, etc.
- 9.4 Inscape will assign students to lecture sessions **onsite** or online at its discretion and may change the lecture sessions, if necessary, after giving students reasonable advance notice.
- 9.5 Students may only attend lecture sessions to which they have been assigned.
- 9.6 Students may not provide access to classes to anyone who is not registered for the subject.
- 9.7 Due Performance (DP) is based on attendance of lectures.
- 9.8 All students are required to attend at least 80% of lecture sessions for each subject in a year and to be present for the duration of each session.
- 9.9 A student's DP will be taken into account when work is assessed, and when promotion or graduation is considered.
- 9.10 If a student intends to be absent from classes or is absent from class on multiple days, they should consult the Assessment Policy regarding informing the **Learning Hub**.
- 9.11 Where a student's illness exceeds one day, the student is to tender a Medical Certificate from a registered medical practitioner to the CAM within 24 hours.

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| Title | Student Code of Conduct | |
| Ownership | Registrar | |
| Origin Date | | |
| Date approved | 31 January 2025 | |
| Date effective from | 17 Feb 2025 | |
| Date of latest revision | 31 January 2025 | |
| Review date | Annually in January | |
| Key | Red Font = 2022 Changes to Policy Blue Font = 2022 Additions to Policy | |
| Reviewed by | Registrar | |
| Related documents | Inscape Student and Lecturer Handbook, Academic Policies | Other |
| Drivers of Policy | Deans Programme Coordinators Campus Academic Managers Campus Principals Distance Campus Manager All Cluster Heads | |
| Policy Stakeholders | Students Learning Hub Management Lecturers | |
| Ownership & Governance | Inscape Executive Committee | |