



# STUDENT CODE OF CONDUCT

**INSCAPE.**

# INSCAPE.

DESIGN  
FOR  
LIFE

VISION



MISSION

We strive to facilitate **holistic learning** to develop each individual to achieve their *full potential in society*.

[WWW.INSCAPE.AC](http://WWW.INSCAPE.AC)

**BE LOCAL GO GLOBAL**

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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 with malicious intent.
- 1.2 A student may not remove/use any Inscape property, equipment or amenities without prior consent.
- 1.3 A student may not damage or use Inscape property inappropriately.
- 1.4 A student may not displace any staff, fellow students or visitor's equipment and/or property without prior permission from the owner.
- 1.5 A student will not perpetrate any form of theft of Inscape property, or from any person on Inscape's premises. If found in possession of stolen property it will be seen as an act of theft.
- 1.6 A student may not forcefully deny entry or exit to a fellow student from any Inscape Campus.
- 1.7 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.
- 1.8 Students shall not litter and will remain responsible for cleaning their workspaces, studio and equipment at the end of every session.

- 1.9 A student may under no circumstance hang up any images such as a poster, picture and/or advertisement without permission, should permission not have been granted.
- 1.10 Inscape does not accept responsibility for the loss, theft, or damage to any property (including vehicles) on campus.

## **2. WEAPONS**

Students may under no circumstances bring dangerous weapons onto any Inscape Campus or National Office. Dangerous weapons may be considered any implement that can cause bodily harm with or without intent. This includes but is not limited to:

- knives
- daggers
- switchblades
- firearms or guns
- explosives
- martial arts equipment
- electrical tazers
- poisons – in gas or liquid form.

- 2.1 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.
- 2.2 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 illegal substances as defined by the Drug and Drug Trafficking Act 140/1992 to any of the Inscape campuses.
- 3.2 A student may not possess, distribute, sell or provide any illegal drug (defined by the Drug and Drug Trafficking Act 140/1992) or alcohol on any of the Inscape Campuses.
- 3.3 Inscape reserves the right to search a student should they be suspected of holding any illegal substances.
- 3.4 Students may not use alcohol on Inscape Campus premises unless permitted by the Campus Director.
- 3.5 A student that is found attending sessions under the influence of an intoxicating substance will be asked to leave the premises and where necessary escorted off the premises.
- 3.6 A student who displays drunk and disorderly behaviour and/or any other behaviour as a result of an intoxicating substance may be escorted off the campus premises.

#### **4. STUDENT BEHAVIOR**

- 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 a fellow Inscape student, member of staff or the general public based on religion, gender, race and/or sexual orientation.
- 4.6 Students may not, in all forms of communication, use abusive language towards a fellow Inscape student, member of staff or 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 campus 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 criminal act according to the law of the residing country of the Inscape Campus they are attending, they will be subject to an Inscape disciplinary hearing.
- 4.10 If a student is convicted of any criminal act by their residing county's judicial system, they will be subject to a disciplinary hearing at Inscape.
- 4.11 Should a student observe any form of misconduct on campus or on Inscape communication platforms they must report it immediately to the Campus Director.
- 4.12 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.
- 4.13 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.
- 4.14 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.
- 4.15 Smoking is not permitted in the Campus buildings. Designated smoking areas must be adhered to and cigarette butts must be disposed of by the student.

- 4.16 Students may not make or receive telephone calls during lecture sessions unless permission has been granted under special circumstances.
- 4.17 Students are to dress appropriately at all times when attending classes and when representing Inscape.
- 4.18 Students will comply with any parking rules as set out per Inscape Campus.

## **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.
- 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 through a legal agreement.
- 5.3 Students may not make illegal copies of any software provided by the institution.
- 5.4 All students acknowledge that all software licenses provided are for the duration of their studies and are to be used for academic purposes alone.
- 5.5 No student may share their network login details, usernames and/or passwords with a third person.
- 5.6 No student may change 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 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 multiple instances of copying or 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 software are not 100% accurate, therefore, honesty is the best approach to avoiding plagiarism.
- 6.6. Falsification of any documents is considered a criminal act.
- 6.7. 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.
- 6.8. 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.
- 6.9. Falsification of any documents relating to Experiential Training 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.
- 6.10. Falsification of medical information or documentation including Doctors letters or medical certificates, will be seen as fraud and will result in disciplinary action.
- 6.11. 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.
- 6.12. Students should consult the Inscape Plagiarism Policy and the Teaching and Learning Policy for further details regarding plagiarism and the consequences of academic dishonesty.

## **7. MARKETING**

- 7.1 A student may not knowingly make a misleading or false statement or allegation about Inscape.
- 7.2 A student may not intentionally provide false information about Inscape.
- 7.3 Students need to ask permission from the marketing department – [marketing@inscape.co.za](mailto:marketing@inscape.co.za) when making use of Inscape's corporate branding.
- 7.4 All work produced by Inscape students remains the property of Inscape, students must make their work available if required for competitions, display at Inscape events and for use as promotional material.
- 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 must be familiar with campus emergency numbers and know the location of all campus emergency stations. Be familiar with your campuses safety procedures as displayed on campus including but not limited to the fire exits and escape routes.
- 8.2 Students must be alert and aware of their surroundings by limiting distractions such as cell phones, laptops and notebooks.
- 8.3 Where possible students should walk in groups, if a student must travel alone - walk, drive, or bike in well-lit areas. Students must be sure to alert someone of their whereabouts at all times.
- 8.4 Park in safe and/or well-lit area.
- 8.5 Never leave electronic devices in open, visible areas in a vehicle or unattended on campus.
- 8.6 Report any suspicious activity to the Campus Director or a relevant Manager and notify them about any suspicious people, vehicles or activities in or outside of the Inscape building.
- 8.7 If a student witnesses a crime being committed on campus, contact Campus Director or any of the Campus Administration staff.

## **9. ACADEMICS**

- 9.1 Inscape will assign students to lecture sessions at its discretion and may change the lecture sessions if necessary, after giving students advanced notice.
- 9.2 Students may only attend lecture sessions to which they have been assigned unless otherwise arranged with the Campus Director.
- 9.3 Students may not provide access to classes to anyone who is not registered for the subject.
- 9.4 Due Performance (DP) is based on attendance of lectures. All students are expected to attend at least 80% of lecture sessions each year and to be present for the duration of each session. A student's DP may be taken into account when work is assessed, and promotion or graduation is considered.
- 9.5 Where illness exceeds one day, the student is to tender a Medical Certificate.

<b>Title</b>	<b>Student Code of Conduct</b>	
<b>Ownership</b>	Registrar	
<b>Date approved Exco</b>	2 Nov 2020	
<b>Date effective from</b>	02 Nov 2020	
<b>Date of latest revision</b>	01 February 2021	
<b>Review date</b>	3 year cycle	
<b>Reviewed by</b>	Registrar	
<b>Related documents</b>	Inscape Student and Lecturer Handbook, Academic Policies	Other
<b>Drivers of Policy</b>	Deans Programme Coordinators Campus Academic Managers Campus Principals Distance Campus Manager All department managers	
<b>Policy Stakeholders</b>	Students Campus Management Lecturers	
<b>Ownership &amp; Governance</b>	Inscape Exco	