STUDENT CODE OF CONDUCT

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DOCUMENT CONTROL

Version	Version Date	Description	Approved by	Date
V6.0	November 2023	Revised Policy	Ms Eloise Nolte Managing Director *Nolte* Signature:	November 2023

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1. INTRODUCTION

Optimi College (Pty) Ltd offers both face-to-face and distance-learning education. Therefore, students can continue their studies both part-time and full-time. Our goal is to accommodate and encourage lifelong learning in the South African labour force: employed, unemployed and discouraged job seekers. Optimi College is committed to providing educational solution that is inclusive and accessible to all students.

2. PURPOSE

The Student Code of Conduct provides a system which promotes learner growth, by setting both individual and collective responsibilities and boundaries.

The Student Code of Conduct supports and should be read in conjunction with all Optimi student-related policies. More specifically the following, but not limited to:

- Student Complaints and Grievances Policy
- The Cancellation Policy
- The Extention Policy
- Policy on Plagiarism

The Policy applies to all students and prospective students at Optimi College.

All employees of Optimi College have to familiarise themselves with the policy, but this policy is of particular importance to the Educational Planners, Support Staffs and members the Academic Department as these departments interact with students on a daily basis.

Student Code of Conduct is a guideline towards encouraging constructive communication and interaction between Optimi and the students. Any activity that occurs on any other social-networking website also falls within the jurisdiction of the Student Conduct Code.

Each learner admitted to a programme of study offered by the College, is informed in writing of the requirements relating to conduct in the Optimi College Terms of Reference.

It is the responsibility of the learner to ensure that they are familiar with the regulations and policies relating to conduct, grievances and discipline.

3. PRINCIPLES

3.1   Student conduct

- Integrity and professionalism must be upheld at all times
- Students are responsible for and accountable for their learning achievement
- Students must demonstrate honesty and ethical behaviour
- They must strive for academic excellence and take pride in their work
- Students must respect the Optimi College educational environment and employees and the rights of fellow students
- Commitment to the Optimi College vision for lifelong learning is essential
- Abiding by the policies, procedures rules and regulations of Optimi College will not be negotiated

3.2   Academic Integrity

The *Level Descriptors for the South African National Qualification Framework (NQF)* http://www.saqa.org.za/docs/misc/2012/level_descriptors.pdf, stipulates that students must be able to produce and communicate their own, original work.

Optimi College views plagiarism as academic dishonesty and describes this offence in detail in the **Policy on Plagiarism.**

Plagiarism weakens the educational process and could lead to a disciplinary response from Optimi College; this could include expulsion from a programme.

To ensure that students avoid academic dishonesty they should apply the following summarised principles:

- Reference all ideas expressed which are not the *student's original work*, whether it is images, parts of sentences, paragraphs, quotations, calculations, frameworks or theories.
- Work submitted by the students as their own must be *free of impermissible collaboration* between students.
- Results of their works should be their interpretations and conclusions.

3.3   Communication and behaviour

Students are to be respectful and professional in all correspondence at all times. Disruptive behaviour and inappropriate language will not be tolerated.

3.3.1 Examples of inappropriate language are as follows:

- Use of profanity or unprofessional, offensive language
- Use of sarcasm
- Use of language that threatens or teases anyone in any way
- The use of language that is racist, homophobic, hateful or otherwise offensive

3.3.2 Examples of disruptive behaviours are as follows:

Any behaviour or act that disrupts the learning environment both on the Optimi College premises or using the online resources is prohibited.

This includes (and is not limited to) the following social platforms:
- Email
- Facebook
- HelloPeter
- YouTube

Any behaviour or act where the students alter or forge any records, forms or documents that are submitted to *Optimi College* is viewed as serious misconduct. Falsified or misleading information, both oral and written are grounds for immediate expulsion.

Disseminate our material to any other party (including other students, employers, regulators or institutions.

4. DISCIPLINARY PROCEDURE

Infractions of the Student Conduct Code can involve possible suspension or expulsion and shall be addressed by the **Manager: Learning Delivery**

4.1   Student misconduct

4.1.1 Phases of Disciplinary Process:

The following broadly outlines the process followed as described fully in the **Student Disciplinary Policy***:*

Phase 01:   The student's misconduct is presented to the **Manager: Learning Delivery.** A discussion is made regarding the level of misconduct and the measures to be taken.

Phase 02:   The student is notified in writing of the misconduct by the **Manager: Learning Delivery.**

Phase 03:   The student is notified in writing of the right to appeal a decision of suspension or expulsion by the **Manager: Learning Delivery.**

Phase 04:   The student has the opportunity to appeal if suspended or expelled from Optimi College. The appeal needs to be submitted in writing to the **Accreditation and QA Specialist** within two [2] working days of receiving the written notification. Any and all appeals processes with be dealt with by the **Accrediation and QA Specialist.**

The **Head: Academic Services** will review the student's appeal within five working days following receipt of the student's written appeal, and a final decision must be rendered in writing within five working days after the conclusion of the review by the Optimi Appeals Committee

Phase 05:   The student is notified in writing of the decision made by the **Head: Academic Services.**

4.1.2 Level of severity of the misconduct:

Stage 01:   **Disciplinary Warning:** a written reprimand regarding behaviour that violates the Student Conduct Code

Stage 02:   **Restriction:**   exclusion from (some modules) (still on the system)

Stage 03:   **Suspension:**   removal of the student for a time period (still on the system)

Stage 04:   **Expulsion:**   permanent disciplinary removal of the student from Optimi College

5. POLICY REVIEW

The Policy on Development and Review of policies provide guidelines for the formulation, development, and review for Optimi College policies and procedures. The review date on the Policy Dashboard will initiate the review process owned and managed by the Review Manager. The Review Manager will delegate the policy and review deadline to the Policy Owner for analysis. The review process is implemented following Stages One to Five of the guidelines. Optimi College policies are reviewed on an annual basis or if changes in legislation or qualifications.

The Review Manager coordinates the new policy development process and the review of policies on an annual basis, in collaboration with the Policy Owner or subject matter expert. The Review Manager ensures that the necessary document management process is maintained in the Policy Master File, both printed (Accreditation and QA Specialist) and online (QMS Final Policies). The Review Manager submits all new and updated policies to the Academic Committee for final approval. The Review Manager is the person who is responsible for maintaining the Policy Management Dashboard (PMD) and reporting on this at Academic Committee Meetings.