



THE SOUTH AFRICAN INSTITUTE FOR HERITAGE SCIENCE & CONSERVATION

Provisionally registered with the Department of Higher Education and Training as a private higher education institution under the Act. Registration certificate No. 2018/HE07/007 - valid until 31/12/2022

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Student Code of Conduct

This institution's Code of Conduct contains policies which defines standards of behaviour for students of the Institute and, in certain respects, towards such students.

Certain contraventions of the Code of Conduct may simultaneously constitute a violation of national or civic legislation. In that event, the civil and/or criminal justice process may be invoked additionally.

A. Complicity

Statement of Policy

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove him or herself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

B. Academic Integrity

1. Statement of Policy

All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance.

Any violation of this standard must be reported to the Programme Director. The Programme Director shall notify the Chairman of the Executive Board, whom will appoint a second faculty member to assist the Programme Director, whereupon these two shall jointly investigate to determine under which rule the particular infraction should be filed. They shall thereafter make a recommendation to the Academic Board, whom will rule which specific academic penalty should be applied. A process of appeal is provided for, and may be initiated by the student through bringing his/her petition to that effect before the Chairman of the Executive Board. In that event, it will be expected of the student to cooperate and comply with the processes prescribed by the Chairman, in response.

2. Academic Violations

a. Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as his or

her own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to:

- i. The quotation or other use of another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgement of the source; or
- ii. The quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgement of the source.

b. Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to:

- i. The false citation or acknowledgement of a direct or secondary source, including the incorrect documentation of a source;
- ii. The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;
- iii. The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information; or
- iv. The unauthorized submission of an academic work prepared totally or in part by another.

c. Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to:

- i. Copying all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own;
- ii. Allowing another person to copy one's own academic work - whether intentionally or unintentionally;
- iii. The unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work;
- iv. The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;
- v. The unauthorized use of electronic instruments or signalling means, such as cell phones, so-called personal digital assistants, translators or personal response systems (clickers) to access or share information; or
- vi. The unauthorized completion for another person of an academic work, or permitting someone else to complete an academic work for oneself, whether under one's own direction or otherwise.

d. Academic Misconduct

Academic misconduct is any other act that disrupts the educational process or provides a student with an academic advantage over another student. Academic misconduct includes, but is not limited to:

- i.** The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered;
- ii.** Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;
- iii.** Entering any Institute building, facility, office, or other property, or accessing any computer file or other Institute records or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade;
- iv.** Continuing to work on an academic exercise after the specified allotted time has elapsed;
- v.** Bribing another person to obtain answers or an advantage in respect to an academic exercise, irrespective of whether such academic exercise should be of an administered or unadministered nature.
- vi.** Failing to adhere to standards of professional behaviour established by a faculty member or academic program in conjunction with an academic course; or
- vii.** Posting or publishing of notes or other materials from a class (whether the student is enrolled in the class or not) on the Internet, whether for gain or otherwise, and without the consent of the relevant faculty member.

C. Alcohol

1. Statement of Policy

All students must comply with applicable laws and these alcohol regulations.

2. Prohibited Activities

The Institute prohibits alcohol intoxication (regardless of age); the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically this offence includes, but is not limited to:

- a.** The possession, use, consumption, manufacture, sale, or distribution of alcohol by anyone under the legal age to do so;
- b.** The possession, use, consumption, manufacture, sale, or distribution of alcohol in any Institute building, facility, or property except in the confines of a student's own place of residence if the student is over the legal age to do so;

3. Use of Alcohol On-Campus

As described above, the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages is prohibited except when and where explicitly permitted by this institution.

a. Alcohol in places of Residence

A resident who is 21 years of age or older may possess or consume alcoholic beverages in his or her own place of residence.

- i. Possession of an open container or consumption of alcoholic beverages in any area other than a student's place of residence is prohibited.
- ii. A student's possession, use, or consumption of alcohol shall not infringe upon the privacy, peace, or enjoyment of other students or guests in such place of residence.

D. Disruptive Conduct

1. Statement of Policy

A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of the Institute or any of its students, faculty members, officials, guests or the surrounding community.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a. Threatening the health, safety, or welfare of another;
- b. Interfering with the freedom of movement of another;
- c. Invading the privacy of another;
- d. Interfering with the right of another to enter, use, or leave any Institute building, facility, property, service, resource, or activity;
- e. Interfering with a faculty member or Institute official in the performance of his or her duty;
- f. Trespassing or the unauthorized entering or accessing of any Institute building, facility, property, service, resource, or activity;
- g. Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behaviour;
- h. Acting recklessly or in a manner that causes a disruption to the orderly function or operation of the Institute;
- i. Exhibiting public nudity or lewd behaviour; or
- j. Urinating in any area of Institute buildings, facilities, or property other than restrooms.

E. Clothing, protective wear, safety and posture

1. Statement of Policy

During participation in all programme activities, a student shall observe a practical standard of dress as well as a general posture of self-restraint that would be consistent with maintaining a respectful demeanour towards the institution, faculty and of fellow students, and also promoting of safe practices.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a.** Entering any faculty building without wearing a laboratory coat as prescribed, or removing such coat before having exited the building;
- b.** Failing to periodically launder and press one's laboratory coat to maintain an acceptable condition of wear, or to replace it if impaired;
- c.** Wearing outfits which in character or style could be considered unfit for pairing with a laboratory coat, such as headgear or capes/hoodies, or sporting a cut of clothing that would awkwardly result in the laboratory coat's hem constituting the lower reach;
- d.** Removal of footwear or laboratory coat before exiting a faculty building, or entering the campus cafeteria without footwear;
- e.** Failing to comply with the donning of actual safety wear where specifically instructed, and which may additionally require the wearing of closed footwear.
- f.** Within any faculty building, sitting on work surfaces or furniture not intended for this purpose;
- g.** Failure to comply with the instructions of faculty relating to health and safety protocols (manner of disposal of laboratory waste, etc).

F. Drugs

1. Statement of Policy

The Institute prohibits the illegal possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia. Any violations of this drug policy may be subject to sanctions and may be reported to all appropriate law enforcement authorities. All Institute buildings, including student housing, are designated as smoke-free in respect to all substances.

2. Definitions

The term "drugs" broadly includes, but is not limited to, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use.

The term "drug paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use, or otherwise manipulate any drug.

3. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a.** The possession, use, consumption, manufacture, sale, or distribution of any illegal drug or drug paraphernalia, prescription or prescription drug not prescribed to the student;
- b.** The transfer, delivery or manufacture or intent to transfer, deliver, or manufacture any drug or drug paraphernalia;
- c.** The possession of a prescription or prescription drug not issued to the student;
- d.** The misuse, sale, delivery, or transfer of a prescription or prescription drug;
- e.** Driving while impaired by any drug, whether it be legal or illegal; or
- f.** A violation of any applicable, national or civic law relating to drugs or drug paraphernalia.

G. Endangering the Safety of Others

1. Statement of Policy

A student shall not endanger the lives or safety of oneself or others.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a.** Creating an unsafe condition or environment which could cause harm to the student or others;
- b.** Acting in a manner that endangers or reasonably could endanger the health, safety or welfare of the student or anyone else; or
- c.** Instigating, participating or otherwise encouraging others to engage in a fight, riot or other disruption.

H. Failure to Comply

1. Statement of Policy

It is a violation to ignore, disobey, disregard, or otherwise violate any provision of this Code of Conduct or any applicable rule.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a.** Failing to comply with the directive of any Institute official or faculty member, including any sanction imposed by a disciplinary committee upon a group or individual;
- b.** Failing to comply with the terms of any policy, procedure or agreement, including the Institute's, or any other agreement between a student on the one hand and an Institute office bearer or faculty member on the other;

- c. Failing to comply with any applicable state or local law; or
- d. Failing to advise the Institute of any off-campus criminal charge(s) or conviction.

I. False Information

1. Statement of Policy

A student shall not provide false or misleading information.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a. Making a false or misleading oral or written statement to any Institute official or faculty member (including, but not limited to, application for admission, financial aid, residency classification or participation in any special programs sponsored by the Institute) when the student knew or should have known the statement was false;
- b. Making a false or misleading oral or written statement at any point of the student conduct process;
- c. Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of another;
- d. Falsely reporting a safety hazard (including but not limited to, a fire, explosive or incendiary device) by any means;
- e. Falsely reporting a crime or violation of this Code of Conduct;
- f. Possessing or displaying any form of false identification or any identification not one's own;
- g. Assuming or attempting to assume the identity of another person, whether in person or by way of password access, personalized codes etcetera; or
- h. Forgery.

J. Fire Safety

1. Statement of Policy

A student shall not engage in any behaviour that creates a fire hazard nor shall a student inhibit or impede another person who is responding to a fire hazard.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a. Setting or causing a fire;
- b. Tampering with, misusing or damaging fire or safety equipment, such as fire alarms, heat sensors, smoke detectors, fire extinguishers or hoses;
- c. Blocking or otherwise preventing the use of a fire exit, including hallways, windows and doors;

- d. Failing to immediately exit any Institute facility or building when a fire alarm has been raised, or hindering or impairing the orderly evacuation of any Institute building or facility; or
- e. Disobeying the command of any Institute official or faculty member in connection with a fire, alarm or other safety or security measure.

K. Guests

1. Statement of Policy

Students' right of access to the campus grounds does not automatically extend to third parties who are not registered students at the Institute. More specifically, visitors may not be admitted into campus housing - irrespective of whether such housing is administrated by the campus' appointed service provider or by the Institute itself. The general exception to this rule of access applies to the campus cafeteria, which is intended as accessible to all members of the public and which serves as the appointed reception or meeting point on campus. Upon request, and in response to special circumstances, permission may on a case by case basis be granted by the Institute's Administration Office to permit temporary access by third parties. If such guests are in fact permitted access, the student(s) who secured their admission will remain responsible for the behaviour of their guests and must ensure that guests comply with Institute regulations, including the standards in this Code of Conduct.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a. Permitting a person not enrolled in a full-time course programme at the Institute to enter on-campus housing without the express permission of the Administration Office, unless such a person is a staff member of either the Institute or its authorized, on-campus service provider.

L. Courtesy

1. Statement of Policy

The Institute's programme is charged with maintaining a tenor conducive to learning. A student shall exercise restraint in respect to even otherwise acceptable activities or behaviour, if so doing may convey courtesy and regard for his/her companions, faculty or campus staff. Both in class and on campus property, the student shall purposefully yield to a mindful disposition that may mitigate against selfish actions or any neglect of such common courtesies.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a. Wearing earphones in public areas on campus property;
- b. Failing to comply with the direct request of a lecturer to desist from any action or habit or neglect during a programme activity, if the lecturer deems such action, habit or neglect as detrimental to the interests of the class or activity;
- c. Engaging with, or permitting electronic media to operate on campus in a manner that is either audible or distracting, and which might convey discourtesy to others who refrain from such imposition;
- d. The audible or distracting consumption of recreational media (including, but not limited to, music and gaming) in any public space on campus and which has the effect of secluding the attention of that person from those in his/her company or vicinity;
- e. Accepting or making a telephone call during a programme activity..

M. Proper and appropriate use of Materials, Services, or Property

1. Statement of Policy

A student shall not misuse any material, service or property, and shall additionally observe certain prohibitions on the consumption of foodstuffs or refreshments.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a.** Destroying, damaging or misusing any property;
- b.** Removing any studio material, tools or teaching aids from the class rooms or laboratories, to whatever end;
- c.** Destroying, damaging, misusing, reproducing, altering or defacing any Institute issued identification or key or access card, housing key, or any material issued or owned by the Institute;
- d.** Destroying, damaging or defacing any Institute building, facility or property, including student housing units;
- e.** Impairing or otherwise hindering another's use of Institute material, service, or property;
- f.** Reading, duplicating, removing, photographing, forging, counterfeiting, or altering any Institute document or record without authorization;
- g.** Littering on or in any Institute property, facility, or building;
- h.** The consumption of any foodstuffs, sweets, gum or liquid refreshments inside any campus building or built facility, other than the student's appointed place of residence and the campus cafeteria. This restriction also applies to vehicles, when such transport is provided by the Institute or its appointed service provider; or
- i.** Engaging in recreational conduct that may result in damage or destruction of any Institute building, facility, landscape elements or property.

N. Off-Campus Conduct

1. Statement of Policy

Violations of civic or national law are subject to Institute action. A student who has pleaded guilty to or otherwise accepted responsibility for a violation should be aware that the Institute may also sanction the student.

2. Notification of Criminal Arrest

- a.** A student is responsible for notifying the Institute's Chairman of the Board of any off-campus arrest.
- b.** When the Chairman of the Board is informed of the arrest of a student, the Chairman may require of the student to make an appointment for an interview with a committee appointed by the Chairman. During this interview, the facts involved in the student's arrest, the student's obligation to keep the Institute informed of the progress of the legal charge(s), and the student's obligation to advise the Institute of the final disposition of such charge(s) will be discussed with the student.

3. Withdrawal When Certain Criminal Charges are Pending

The Institute may withdraw any student when certain charges are pending against that student, subject to the procedures set forth for expulsion.

Specifically, withdrawal may be mandated where the crime involves an act of violence, the sale, manufacture or delivery of drugs or any other conduct that is egregiously offensive to the Institute's code of conduct.

O. Personal effects and Property

1. Statement of Policy

A student shall retain responsibility for their personal effects, and should exercise reasonable care when leaving unattended any property or effects on any part of campus, including the student's place of residence.

P. Punctuality & Access

1. Statement of Policy

Students shall closely observe all class times as indicated on the daily roster or course calendar, also noting any notices of adjustments posted or announced by faculty staff. Such punctuality shall apply both to arrival in class and to timely departure from any particular venue, based on either standing instructions or the more specific requests of any member of the faculty staff or Executive Board.

Unless accompanied by a staff member, students shall refrain from entering any lecture, teaching, studio or laboratory spaces outside of the formal subject or module times, unless express permission to do so has been extended by a member of the faculty staff or Executive Board.

Q. Responsible Computing and Use of Institute Computer Resources

1. Statement of Policy

All students must comply with laws relating to copyright, security, and electronic media. Students must act responsibly, in accordance with relevant laws and in adherence to obligations placed upon them by the Institute.

All students must make certain that their computer is secured against viruses, worms, hacker attacks, and other intrusions. Further, students are responsible for all uses of any computer under their control and will be held accountable for network traffic originating at their computer or traced back to their computer's IP number (Internet address).

All students are expected to access and use their Institute e-mail and to read e-mail in a timely manner. Faculty will send e-mail with important information about classes, and the Administration Office, will send messages with timely, sometimes critical, announcements. These messages are sent to the "sainst.org" e-mail address assigned to each student. If students prefer to use a different e-mail service, they must still check their Institute e-mail account or be sure to forward the "sainst.org" messages to the preferred account.

2. Prohibited Activities

A student shall not damage, destroy, misuse, or otherwise endanger the Institute's computing and information resources. Specific violations of this standard include, but are not limited to:

- a.** Using any Institute computer, facility, equipment, software, network, or other resource, including e-mail
 - i.** for any activity other than that for which access or use was assigned or authorized;
 - ii.** for commercial use;
 - iii.** without authorization;
 - iv.** to commit or attempt to commit any other violation of this Code of Conduct; or
 - v.** to commit or attempt to commit any act prohibited under national law.
- b.** Disrupting, hindering, or damaging the service, use, or ability of others to access or use any Institute or campus computer, facility, equipment, software, network, or other resource, including e-mail; or
- c.** Damaging, destroying, misusing, or otherwise harming any Institute or campus computer, facility, equipment, software, network, or other resource, including e-mail.

R. Unfair discrimination

1. Statement of Policy

The Institute is committed to promoting an academic and work environment that is free from harassment and unfair discrimination whether that discrimination or harassment is because of race, national origin, gender, disability, or any other characteristic protected by law. This policy is designed to ensure a safe and fair environment that protects both the constitutional and civil rights of students, faculty and staff.

This policy is intended to ensure that the Institute community remains free from harassment and discrimination against all members of the campus community. As such, students, faculty, staff and third-party vendors are permitted to file a complaint under this policy.

2. Prohibited Activities

a. Sexual Harassment

- i.** Sexual harassment includes unwelcome sexual advances, and other verbal or physical conduct of a sexual nature.
- ii.** The following is a non-exhaustive list of actions that may constitute sexual harassment:
 - a.** Persistent, unwelcome flirtation, advances or propositions of a sexual nature;
 - b.** Unwanted touching such as patting, pinching, hugging or repeated brushing against an individual's body;
 - c.** Repeated degrading or insulting comments that demean an individual's sexuality or sex;
 - d.** Unwarranted displays of sexually suggestive objects or images; or
 - e.** Sexual assault.

b. Other Discriminatory Harassment

- i.** Other discriminatory harassment includes any verbal or physical conduct toward another that is based on the other's race, national origin, disability, gender or any other characteristic protected by law, and that:
 - a.** Unreasonably creates an intimidating, hostile, or offensive learning and/or working environment; or
 - b.** Unreasonably interferes with an individual's work or academic performance.
- ii.** Discriminatory harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious that it unreasonably limits an individual's ability to participate in or benefit from the activities of the Institute.
- iii.** Behaviour of a sexual or discriminatory nature that does not necessarily rise to the level of sexual or other discriminatory harassment may nonetheless be inappropriate in the Institute community, disruptive in the classroom, or violate other Institute policies and could warrant remedial actions and/or discipline.
- iv.** The alleged conduct must be evaluated from the perspective of a reasonable person in the alleged victim's position taking into account all of the circumstances involved in a particular matter.
- v.** It is a violation of Institute policy to retaliate in any way against students or employees who have raised allegations under this section. Any person against whom a complaint is lodged also bears a responsibility to abstain from retaliatory behaviour towards the complainant and/or any individuals involved in the investigation or resolution of the complaint.

S. Stalking

1. Statement of Policy

A student shall not stalk another person, including both members and non-members of the Institute community.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to, purposely and repeatedly engaging in behaviour directed at a specific person which reasonably causes that person:

- a.** Alarm, distress or fear;
- b.** Suffer substantial emotional distress; or
- c.** To change his or her normal behaviour.

3. Examples of behaviour that could constitute stalking include, but are not limited to:

- a.** Regularly following a person or showing up at a person's location;
- b.** Repeatedly sending messages via text, e-mail, social media or telephone;
- c.** Repeatedly sending unwanted gifts, letters, or cards;

- d. Damaging a person's property;
- e. Monitoring a person's phone, e-mail or computer usage;
- f. Using technology (such as GPS) to track a person's movements;
- g. Using public records, investigators, on-line search services or contacting friends, family, neighbours or co-workers to find out personal information about that person or find that person's location or patterns of behaviour;
- h. Posting or stating threats or threatening information directed towards a person via the Internet, by word of mouth or in a public place;
- i. Any action a reasonable person would believe was done to control, track or frighten a person; or
- j. Continuing to do any of the above actions after an attempt has been made to stop the behaviour.

T. Theft

1. Statement of Policy

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the Institute, its guests, and all members of the Institute community.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a. The unauthorized taking, misappropriation, possession, retention, or disposal of any property owned or maintained by the Institute, another student, a person attending a Institute sponsored event, or any other person; or
- b. The unauthorized taking or use of any Institute owned or contracted service.

3. Possession of Lost or Misplaced Items

Any lost or misplaced item that is found should immediately be turned in to the most seemingly appropriate Institute office. For instance, items found within faculty buildings should be promptly taken to the Administration Office. An item found anywhere else on campus should be promptly taken to the campus cafeteria. If such discovery should occur after hours, a brief notice may be submitted via email to info@sainst.org to report the location of a missing item of property. Inquiries concerning lost books, articles of clothing, or identification means should likewise be pursued with the Administration Office and the campus cafeteria.

U. Vehicles and Parking

1. Statement of Policy

The campus landscape is afforded precedence over interests relating to access or convenience, except in cases of disability. Vehicles therefore enjoy comparatively low priority. On campus property, a student shall take care to operate and park vehicles, under their control, in a manner and in accordance with the instructions of grounds personnel, or staff members of the Institute or its appointed service providers.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to, repeatedly disregarding instructions or limitations imposed by campus staff in respect to vehicle operation, non-obstruction, access, adherence to appointed parking etcetera.

V. Violence

1. Statement of Policy

A student shall not engage nor attempt to engage in any act of violence against him/herself or another person.

2. Prohibited Activities

- a.** Committing or threatening to commit any act of violence against self or another;
- b.** Committing or threatening to commit any act of sexual assault;
- c.** Committing or threatening to commit any act of physical violence against another, including, but not limited to, hitting, kicking, scratching, punching, shaking, slapping, burning or by restraining in bad faith.

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