



SANTS

PRIVATE HIGHER EDUCATION INSTITUTION

TAKING EDUCATION TO THE PEOPLE

STUDENT CODE OF CONDUCT

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Glossary of abbreviations and acronyms

SANTS	SANTS Private Higher Education Institution Pty. Ltd.
WIL	Workplace Integrated Learning
DHET	Department of Higher Education and Training

Glossary of terms

SANTS Community	Refers to and includes: <ul style="list-style-type: none">• All SANTS students and staff.• Management, staff, mentors and learners of the schools where Workplace Integrated Learning (WIL) is conducted.• Members of the public who are interacting with SANTS either in person, in writing or online.
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1. Introduction and background

SANTS is committed to advancing educational excellence and preparing students to become highly skilled professional teachers who are able to work in diverse contexts, as reflected in SANTS' mission.

Students are preparing for their future role as a professional teacher, which includes striving towards “ongoing personal, academic, occupational and professional growth” and “developing a sense of respect and responsibility towards others” (DHET, 2015, p. 59).¹

Therefore, students are expected to conduct themselves in a manner that demonstrates a high level of personal integrity, respect for the law and the Constitution of the Republic of South Africa as well as respect for the rights and property of others.

2. Purpose

The Student Code of Conduct outlines the standard of behaviour expected of students, to assist students to understand their responsibilities and obligations and provide guidance on how to behave in a way that supports a fair, safe and positive learning environment.

3. Scope

This Code of Conduct applies to the behaviour of all enrolled students. It includes conduct that occurs:

- In-person or online or using any other means of communication or engagement;
- On SANTS owned or leased premises;
- At SANTS sponsored or organised events;
- Carrying out activities associated with SANTS;
- Carrying out Workplace Integrated Learning;
- Representing SANTS; and/or
- Under any other conditions in which the student can be associated with SANTS.

4. Respect between students and SANTS community

All students are expected to treat SANTS community members with courtesy and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs.

All students are expected to behave appropriately and professionally in the school environment during their WIL placements, including towards all school staff, school learners, school parents and all other school-related stake holders.

All students are expected to behave appropriately in the learning environment (including the online environment and at schools during WIL), use respectful dialogue and debate and consider others by not disrupting the learning space.

All students are expected to communicate respectfully with all SANTS community members and must refrain from offensive, discriminatory or aggressive behaviour or language in person, by phone, in email messages, in writing and online including social media platforms.

¹ Department of Higher Education and Training (DHET). (2015). *Revised Policy on the Minimum Requirements for Teacher Education Qualifications*. Pretoria: Government Printers.

All students are expected to behave cooperatively and have courteous interactions at a level expected of beginning professionals.

All students are expected to respect SANTS community members' rights to privacy, dignity, safety and appropriate confidentiality and to respect the rights of others to hold and express a range of viewpoints.

All students are expected to familiarise themselves with the SANTS' procedures for lodging complaints and grievances and use these procedures appropriately.

5. Student alcohol and / or substance abuse

SANTS does not tolerate or condone the use of drugs and substance abuse. The use of drugs includes the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance. Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines.

No SANTS student may:

- a. Interact with the SANTS community when unfit due to alcohol, illegal drugs or substance abuse (this applies particularly when reporting or attempting to report for WIL);
- b. Be in possession of, supply others with and/or consume alcohol in the school environment;
- c. Use or have in their possession when interacting with the SANTS community and in particular at school during WIL, any dependence-producing substance, or any dangerous dependence-producing substance. The exclusion is only if the student has acquired such substances from a medical practitioner or pharmacist in terms of a prescription issued in writing by a medical practitioner, and uses that substance only for medicinal purposes under the care and treatment of the said medical practitioner;
- d. With the exception of (c) above, no student may use, consume, purchase, sell, or distribute any drugs as provided for in the Drugs and Drug Trafficking Act 140 of 1992, including any illicit, illegal and unlawful substances at school during WIL or at any official SANTS function or assessment.

Pertaining to WIL specifically, the following applies:

The reasonable opinion of school management must take precedence in determining whether a student is fit for access to the school premises or not. When there is reasonable belief that a student is under the influence of alcohol or illegal drugs when reporting to school for WIL (e.g. displaying bloodshot eyes, suspicious breath smell, slurred speech, unsteady gait, erratic behaviour), the school has the right to insist on a drug or alcohol test and ask the student to leave the school premises. The school is also obligated to report the incident to SANTS immediately.

Contravention of these rules during any interaction with the SANTS community and particularly during WIL, constitutes gross misconduct. In this case SANTS will take disciplinary action against students for any breach of these rules, which may include summary expulsion from the Institution.

6. Respect for SANTS' physical environment and safety of others

All students are expected to:

- Behave responsibly and respectfully while on SANTS' premises (owned or leased);
- Follow safety guidelines in using SANTS' facilities;
- Safeguard the well-being of themselves and others; and
- Not place others at risk.

7. Respect for the academic requirements of the programme

All students are expected to become familiar with information provided about the programme for which they have enrolled as well as the related assessments. Students are expected to submit valid and authentic documents as part of any submission they make to SANTS, including as candidate students in their application to SANTS. This includes but is not limited to matric certificates, qualifications, affidavits and medical letters or reports.

All students are expected to take responsibility for their learning, including during WIL, and for their adherence to the requirements of the programme in which they are enrolled.

All students are expected to familiarise themselves with and adhere to SANTS' rules, regulations, policies and procedures, as well as any other communications relayed officially to students.

All students are expected to submit assessment tasks within required timeframes.

8. Respect for academic integrity and intellectual property

All students are expected to conduct academic activities and assessment with honesty and integrity, without cheating or plagiarising and appropriately acknowledge the contribution of others in all academic work by using SANTS' referencing style. Academic integrity also includes not engaging in: the unauthorised use of generative artificial intelligence, copying answers from someone else, providing answers to someone else, and contract cheating.

All students are expected to familiarise themselves with and comply with SANTS' Assessment Policy and Procedures.

9. General matters

All students are expected to abide by the Constitution of the Republic of South Africa as well as the country's laws, rules and regulations.

10. Consequences of misconduct

Behaving in a way that breaches the Student Code of Conduct can result in student disciplinary action. Each matter will be treated individually, but behaviour that places SANTS community members in danger or behaviour that may be criminal in nature may result in immediate exclusion from academic activities.

Students will be given the opportunity to submit an affidavit and/or other documentation indicating their plea and version of circumstances regarding any alleged breach of the Code of Conduct. Students may also follow the appeals process after a decision has been made by the Assessment and Student Affairs Committee or other executive body.

Disciplinary action, processes and procedures resulting from academic dishonesty is dealt with by the Assessment and Student Affairs Committee. The details are provided in the Assessment Policy and Procedures document.

Please refer to **Annexure A** for the Disciplinary Code in which a list of offences and associative disciplinary actions are outlined. Any misconduct not specifically covered in Annexure A, will be dealt with according to the seriousness of the offence. This list is therefore not exhaustive.

Annexure A: Disciplinary Code

CATEGORY	NATURE OF OFFENCE	DISCIPLINARY ACTION		
		FIRST OFFENCE	SECOND OFFENCE	FURTHER OFFENCES
RESPECT BETWEEN STUDENTS AND SANTS COMMUNITY	Failure or refusal to carry out a reasonable and lawful instruction	Written warning	Disciplinary hearing, and if guilty, permanent suspension	
	Use of abusive and/or derogatory and/or offensive language or signs	Disciplinary hearing, and if guilty, permanent suspension		
	Physical and/or emotional and/or mental injury to others through negligence or horseplay	Disciplinary hearing, and if guilty, permanent suspension		
	Committing unsanitary acts or unacceptable conduct	Disciplinary hearing, and if guilty, permanent suspension		
	Divulging personal student information without consent	Disciplinary hearing, and if guilty, permanent suspension		
	Deliberately supplying incorrect and/or falsified and/or defamatory information or documentation	Disciplinary hearing, and if guilty, permanent suspension		
	Sleeping while on and/or consistently being late for and/or leaving early from duty during WIL	Disciplinary hearing, and if guilty, permanent suspension		
	Gross insubordination, serious disrespect, impudence or insolence	Disciplinary hearing, and if guilty, permanent suspension		
STUDENT ALCOHOL AND/OR SUBSTANCE ABUSE	Under the influence or distribution of alcohol or intoxicating drugs	Disciplinary hearing, and if guilty, permanent suspension		
	Unauthorised possession of alcohol or non-medical drugs	Disciplinary hearing, and if guilty, permanent suspension		

CATEGORY	NATURE OF OFFENCE	DISCIPLINARY ACTION		
		FIRST OFFENCE	SECOND OFFENCE	FURTHER OFFENCES
RESPECT FOR SANTS' PHYSICAL ENVIRONMENT AND THE SAFETY OF OTHERS	Failure to observe security and safety regulations	Written warning	Disciplinary hearing, and if guilty, permanent suspension	
	Smoking in a "No Smoking" area	Written warning	Disciplinary hearing, and if guilty, permanent suspension	
	Gross negligence and/or wastage of material	Disciplinary hearing, and if guilty, permanent suspension		
	Wilful damage to materials, equipment, possessions or property	Disciplinary hearing, and if guilty, permanent suspension		
	Unlawful possession of property	Disciplinary hearing, and if guilty, permanent suspension		
	Possession of dangerous weapons without permission	Disciplinary hearing, and if guilty, permanent suspension		
	Assault	Disciplinary hearing, and if guilty, permanent suspension		
	Threat of assault	Disciplinary hearing, and if guilty, permanent suspension		
	Intimidation or incitement to violence	Disciplinary hearing, and if guilty, permanent suspension		
	Engaging in activity in exchange for favours or advantage (including threats, blackmailing, sexual favours and bribery)	Disciplinary hearing, and if guilty, permanent suspension		
RESPECT FOR ACADEMIC REQUIREMENTS OF PROGRAMMES	Providing incorrect and/or falsified documentation regarding one's own or someone else's application to and/or compliance with academic programmes	Disciplinary hearing, and if guilty, permanent suspension		
RESPECT FOR ACADEMIC	Academic Dishonesty (incl.	Refer to Assessment Policy and Procedures: Severity Scale		

CATEGORY	NATURE OF OFFENCE	DISCIPLINARY ACTION		
		FIRST OFFENCE	SECOND OFFENCE	FURTHER OFFENCES
INTEGRITY AND INTELLECTUAL PROPERTY	cheating, plagiarism, data fabrication or falsification, unauthorised use of generative artificial intelligence, providing answers to students for them to reproduce as their own; and/or producing content under the guise that it is one's own work when it is not)			
	Distributing learning material and/or copyright material (including SANTS logo) without permission	Disciplinary hearing, and if guilty, permanent suspension		
OTHER	Any other reason recognised in law as being sufficient grounds for permanent suspension	Disciplinary hearing, and if guilty, permanent suspension		