

STUDENT CODE OF CONDUCT

STUDENT NAME & SURNAME: _____

STUDENT NUMBER: _____

ID NUMBER: _____

I hereby accept all terms and conditions as set out in this document.

Please initial each page and sign in full on the last page.

CONTENTS

1. Preamble and Context
2. Student's Acknowledgment and Undertaking
3. Purpose of this Student Code of Conduct
4. Scope
5. Misconducts
6. Professional Conduct
7. Internet Communication Usage
8. Sexual Misconduct
9. OW General, Academic and Administrative Rules
10. Dishonest Practice
 - 10.1 Fraud
 - 10.2 Plagiarism
11. Examination and Formal Assessment Regulations
12. Examination Infringement Process
13. Misconduct Procedures:
 - 13.1.1 Expedited Informal Procedure
 - 13.1.2 The Institution's Controlled Premises
 - 13.1.3 Formal Plea and Penalty process
 - 13.1.4 Formal Disciplinary Process
 - 13.1.5 Penalties
 - 13.1.6 Appeals
 - 13.1.6.1 Appeals Committee
 - 13.1.6.2 Appeals Procedure
 - 13.1.7 General Aspects in Respect of the Disciplinary Procedures
 - 13.1.8 Post Conviction Conditions

1. PREAMBLE AND CONTEXT

As a registered and accredited Private Higher Education Institution, the Open Window (Pty) Ltd, trading as Open Window (“OW/the Institution”) subscribes to best educational practices as established by the South African Legislation governing Higher Education Institutions and enforced by three distinct regulators: the South African Qualifications Authority (SAQA); the Department of Higher Education and Training (DHET); and the Council on Higher Education (CHE). This legislation together with the bodies that regulate this legislation has a shared primary aim to promote, manage and enforce the quality of Teaching and Learning practiced by Higher Education Institutions. Whilst institutional responsibilities with regard to the quality of Teaching and Learning, as well as its various sub-areas, are dictated through various policies constituting the institutional Academic Quality Management System (AQMS), this document serves to outline the role the Student has in contributing to the quality of Teaching and Learning offered by the Institution.

The OW Student Code of Conduct applies to all registered Students at OW (hereafter referred to as ‘the Student’), and is aimed at preserving the integrity of all qualifications awarded by OW, safeguarding its norms and values. As such, the Student Code of Conduct is essential for establishing and maintaining an environment that is conducive to sound academic practices, contributing to shaping individuals who can add value to society.

This Student Code of Conduct provides for appropriate corrective and punitive measures to be applied where necessary. This Code offers guidance to Students regarding their required conduct, and via this process promotes fair and lawful adjudication of disciplinary measures.

It should be understood that OW Students will be held accountable for all actions or omissions within the ambit of their studies. Students are expected to promote and implement reasonable measures to protect the interests of OW as an educational institution, their fellow students, staff members, contractors and members of the public. Unprofessional, unethical and immoral conduct and dishonest practices erode academic values, integrity of research and the quality of teaching and learning.

2. STUDENT'S ACKNOWLEDGEMENT AND UNDERTAKING

2.1 The Student undertakes to act in accordance with the prescribes of South African law, this Student Code of Conduct and Rules and Regulations of OW at all times.

2.2 The Student acknowledges that he/she, upon registration at OW, is bound by:

2.2.1 South African Law, this OW Student Code of Conduct and the Rules and Regulations of OW.

2.2.2 any sanctions imposed by South African law, this Student Code of Conduct and the Rules and Regulations of OW and those sanctions which may potentially be imposed against him/her, should the Student be found to be in breach of any of the provisions contained herein: and

2.2.3 the Terms and Conditions recorded in the 'Registration Contract' accompanying the Student's registration at OW.

2.3 The Student undertakes not to, under any circumstances, perform any act that is or may be detrimental to the Institution, fellow students, OW staff, OW contractors, any of OW's affiliated partners, sponsors or investors or any member of the public.

2.4 The Student hereby confirms that all and any information provided by the Student to OW in the Student's Application and in respect of his/her studies and previous qualifications is true and correct.

3. PURPOSE OF THIS STUDENT CODE OF CONDUCT

This Student Code of Conduct is a guideline detailing the conduct Students are expected to adhere to and also highlights important issues with regards to Professional Conduct, Internet Usage, Academic and Administrative Rules, Dishonest Practices, Complaints, Suggestions and Examination Regulations. It is further intended to promote student growth and uphold the education mission of the institution.

2. SCOPE

This Student Code of Conduct applies to all students registered with the OW, and applies to all student activities, whether they be academic or otherwise, including, but not limited to the use of the Institution's internet and IT infrastructure, Facebook, Twitter and any other social media network, all online learning platforms, all and any communications, class and workshop attendance, submitting and writing of assignments, or interacting with fellow students.

5. ACTS OF MISCONDUCT

The Institution considers, and the Student accepts, that the following acts are deemed to be acts of Misconduct:

If the Student:

5.1 either intentionally or negligently contravenes, subverts, assists, encourages or persuades any other individual to contravene/subvert a South African law or rule recorded in this Student Code of Conduct,

5.2 refuses to obey or act contrary to any lawful instruction or request by any director, shareholder, lecturer, contractor, staff member or security officer of the institution, or any other person who is in a position of authority or to whom authority is delegated by the Institution,

5.3 commits any statutory or common law crime whilst a Student of the Institution,

5.4 acts in a racist manner towards any person whilst a registered Student of the Institution, whether statutory defined or otherwise,

5.5 knowingly makes a false statement about OW or otherwise provides materially false information and/or allegations to anyone,

5.6 performs an action or refrains from an action, which may prejudice or be averse to the business interests, reputation and image of OW or its partners, affiliates or sponsors,

5.7 accepts from another person any money, benefit or other reward (whether financial or otherwise) in exchange for confidential information and/or documents belonging to OW,

5.8 offers a bribe to fellow students, employees or any other official of OW,

5.9 is aware of, and fails to notify OW, of any Student, employee or other official of OW who contravenes any stated Code, Regulation or Rule,

5.10 becomes aware of any fellow Student, employee or other official of OW who has received threats or promises of any nature, which may induce him/her to engage in conduct such as those set out above,

5.11 brings the name of the Institution into disrepute,

5.12 disrupts the maintenance of order and discipline at the Institution,

5.13 interrupts the proper course of teaching, research and/or community service at the Institution,

5.14 refuses or neglects to return borrowed library material or equipment from the Institution,

5.15 unlawfully infringes on any person's human rights as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996,

5.16 performs an act, which is classified as an offence in terms of South African law and as such is harmful to the Institution, its staff, guests, contractors, students or sponsors,

5.17 acts or attempts to act in a dishonest manner, which includes, but is not limited to any form of conduct involving deception. For example theft, unauthorized possession of property, bribery, fraud, forgery or giving false or misleading statements,

5.18 witnesses a misconduct which is likely to cause physical or emotional harm to another member of the OW community or staff without reporting this act to the OW Registrar or Student Liaison. (The student may request anonymity, and may make the report confidential by way of e-mail),

5.19 intimidates, assaults or attempts to assault any person or engage in any form of violence,

5.20 plagiarises, or implies original authorship of someone else's written or creative work by incorporating such work or material, in whole or in part, into his/her own work without acknowledging or citing the source,

5.21 uses property of the Institution or damages such property in a manner that may give rise to liability for damages,

5.22 attempts to or does enter or occupy the Institution's access controlled premises or any part thereof without permission,

5.23 infringes or attempts to infringe on the freedom of movement of any fellow student, contractor or staff member,

5.24 conducts him/herself in an insulting, indecent or improper manner towards a fellow student, contractor, staff member, director, sponsor or any member of the public,

5.25 unlawfully possesses, distributes, buys, sells or uses any dependency- inducing substance while on the Institution's premises, or in circumstances where he/she represents or is seen to represent the Institution,

5.26 intentionally or negligently provides false or incorrect information in respect of the Institution,

5.27 assists/encourages any other student to commit an act which constitutes misconduct. Paragraphs 8 and 9 below shall, for the purposes of categorisation of misconduct, be included as 'acts of misconduct,

Then the Student may be found to be in breach of the OW Code of Conduct.

6. PROFESSIONAL CONDUCT

6.1 Students registered with the Institution shall at all times behave in a professional manner whilst attending or representing the Institution. Such behavioural expectations extend to any premises where the Institution offers activities.

6.2 Students attending classes may not disrupt classes by picketing, or by causing noise pollution or any form of disturbance, which prevents other students from attending or participating in learning activities.

6.3 Lecturers or facilitators may not be interfered with or prevented from carrying out their duties in any way.

6.4 Students may not attend classes and/or workshops while under the influence of any intoxicating substance.

6.5 Students may not vandalise premises, venues, property or equipment utilised and/or owned by OW.

6.6 Students may not cause grievous bodily harm to any other student or OW employee.

6.7 Students may not use abusive language towards employees or officials of OW or fellow students.

6.8 The views and beliefs of all people that use the facilities and/or are owned by OW must be respected and tolerated.

7. INTERNET COMMUNICATION USAGE

7.1 Students may not post any false allegations, abusive, defamatory or obscene postings targeted at OW, its employees, officials, partners, affiliate, sponsors or fellow students on any Internet platform or social network.

7.2 All OW IT resources – hardware, software, and network infrastructure – are to be used for teaching and learning purposes only.

7.3 Students may not disclose their usernames or passwords to any other person for access the OW networks and platforms.

7.4 Communication facilitated via OW's technologies and platforms should be for teaching and learning initiatives only.

7.5 Students may not post or transfer any files that contain viruses, malware or any other programmes or data that may disrupt the OW systems.

7.6 Students may not advertise on any OW platform without formal, written permission.

7.7 Students should use e-mail and Internet access primarily for teaching and learning initiatives.

7.8 When forwarding or replying to e-mail messages, the contents of the original message should not be altered. If the contents need to be changed, then all changes must be clearly marked as such.

7.9 OW has the right to limit the size of incoming and outgoing e-mail messages and attachments, downloads and other files and reserve the right to block and delete e-mail messages, downloads, attachments or other files that are larger than the set maximum size. It is the responsibility of Students to limit the size of attachments and other files to prevent overloading the equipment and networks.

7.10 Virus warnings or pop-ups that result from incoming e-mail or file downloads must be reported to OW.

7.11 Students must log-off in times of absence from a computer terminal to avoid improper and/or illegal use.

7.12 The following communications, actions or forms of content are prohibited and are punishable:

- a) Sharing logon usernames or disclosing passwords to any third party.
- b) Modifying an e-mail message and forwarding or replying therewith without noting the changes (i.e. deletions, removal of recipients, modification of content, etc.).
- c) Fabricating a message and/or sender of a message; intentionally bypassing the security mechanisms of the equipment or any third- party security system or website.
- d) Modifying the internal mail transport mechanism to forge a routing path that a message takes through the Internet.
- e) Accessing or sharing illegal content.
- f) Participating in e-mail "chain letters" or similar activities;
- g) Downloading, receiving and/or installing software applications not approved by OW.
- h) Knowingly burdening OW equipment or communication facilities with data unrelated to OW's official business (e.g. forwarding, downloading or accessing large video clips or graphics to or from a distribution list or file-sharing server).
- i) Creating, sending or forwarding unsolicited mail (spam).
- j) Creating, sending or forwarding marketing information or advertising material unrelated to OW's official business.

m) Downloading, reproducing, sharing, retaining and/or creating records that contain music, images, sound or video, if such records are not reasonably required for the Student's official teaching and learning activities.

n) Performing any action that prevents other users from using and accessing equipment or communication facilities;

o) Indiscriminately storing and/or forwarding e-mail, files, websites and attachments for which permission has not been obtained from the originator or copyright holder.

p) Students have the duty to disclose all true or suspected attempts that may reasonably breach any provision of this Internet and Communication Usage policy to OW officials.

q) In return for the right to access and use of OW's equipment and communication facilities and in the interest of the protection and maintenance of OW's security and non-disclosure responsibilities, the Student agrees and acknowledges that OW have the right to:

- Intercept any communications.
- Intercept any records, and/or any information directly associated with communication.

7.13 The rights detailed above will apply to communication initiated or receive through on the equipment or communication facilities of OW which is used by the Student for performing his/her tasks as part of his/her studies at OW.

7.14 For purposes of this Code of Conduct, the following words will have the following meanings:

a) "*Intercept*" includes, but is not limited to; filter, scan, block, redirect, access, disrupt, copy, print, disclose, retain, use, collect, delete and/or record, in any format and in any manner.

b) "*Equipment*" means, but is not limited to; computers, desktops, servers, routers, laptops, telephones, cellphones, electronic handheld devices, facsimile machines, pagers, software, hardware or similar equipment owned by, licensed to or rented by OW.

c) "*Communication facilities*" includes, but is not limited to; internet access, e- mail access and use of any equipment for the purposes of: initiating, receiving or storing communication; or accessing, creating, copying, distributing, sharing or deleting records.

8. SEXUAL MISCONDUCT

8.1 No student may behave toward or communicate with any fellow student, staff member or contractor on any part of the campus in a manner that is sexually inappropriate, coercive, violent or harassing.

8.2 In addition, sexual harassment, as defined by OW policy constitutes Sexual Misconduct.

9. OW GENERAL, ACADEMIC AND ADMINISTRATIVE RULES

Students must at all times comply with all general, academic and administrative rules as reflected from time to time in the Institution's Yearbook, information booklets, website and electronic media. Students must at all times comply with the prescribed and determined cut-off dates for submission of assignments and portfolios.

10. DISHONEST PRACTICES

Notwithstanding what is considered, in terms of this Student Code of Conduct, to be misconduct, the Institution specifically records the following dishonest practices, which will not be tolerated by the Institution:

10.1 FRAUD

Fraud is false representation to obtain unjust recognition or advantage and may include but is not limited to:

- a) Falsification of previous qualifications or academic records in order to gain admission to OW.
- b) Using false information, or producing false statements regarding any particular admission requirement.
- c) Using a false name, identity number or Student number.
- d) Using false or copied medical documentation and the falsification of medical examination result letters.

10.2 PLAGIARISM

Plagiarism is theft of another person's intellectual property and is seen as an academic crime and viewed in a serious light.

Should the Student be found to have performed that which the Institution deems as a misconduct or a dishonest practice, the Institution may take the appropriate disciplinary steps, the procedures of which are recorded in this Student Code of Conduct. A student is guilty of plagiarism if he/she uses another person's ideas, or words from books, articles, dissertations, theses, reports, notes, course material, other students' assignments, e-mail messages, and everything on the Internet as if these ideas or words are his/her own.

11. EXAMINATION AND FORMAL ASSESSMENT REGULATIONS

The Institution, and the OW registered Student, accepts that the Institution's primary objective is to provide the Student with a platform for an academic qualification.

The recorded prescribes are not to be interpreted as an exhaustive list, but rather minimum requirements:

11.1 No unauthorised material may be in the Student's possession during an examination session. Examples of unauthorised material includes, inter alia, any material or device that contains notes.

11.2 Students may not, before or during the examination, write any notes on any part of their bodies, their clothes or any other object. During the examination in the examination room, rough notes may be made only on the question paper, or in the answer booklet, and should be crossed out and designated as such, and be handed in with the examination scripts.

11.3 Students may not tear out any portion of the examination books.

11.4 Examination books and question papers remain the property of OW and may not be removed from an examination room under any circumstances.

a) All examination books and question papers and parts thereof must be handed to the invigilator when exiting the examination room.

b) Students may not leave the examination room during the first hour or last 15 minutes of an examination session.

c) Students are required to write on both sides of the pages in the examination books.

d) No refreshments other than bottled water are allowed in the examination venue.

e) It is an examination infringement to assist or to attempt to assist another student, ask another student for assistance, receive assistance from another student, or to try to make contact with another student in any way whatsoever.

f) No cellphones are allowed into the examination venue.

g) Any student who infringes the examination regulations in any way may be subject to punitive measures by the Student Disciplinary Committee.

12. EXAMINATION INFRINGEMENT PROCESS

12.1 In the event of suspected examination infringement, the Student must cooperate with the Invigilator.

12.2 The Invigilator will confiscate the Student's examination book with the evidence (notes, etc.).

12.3 The Invigilator together with the Student will write and sign a report on the incident.

12.4 A second examination book will be offered to the Student who must then answer the question paper from the beginning.

12.5 The examination books, invigilator's report, student's report (optional) and evidence will be forwarded to the OW Registrar.

12.6 After the examination, the Student will be summoned by the Registrar to appear before the Student Disciplinary Committee for a hearing.

12.7 The Student will be forwarded a Charge Sheet upon which he/she has to enter a plea.

12.8 The Student will be required to complete and sign a Pro-Forma Statement.

12.9 The Charge Sheet plus the Statement must reach the Registrar before the stipulated hearing date.

12.10 The Student is entitled to representation by any person at the disciplinary hearing.

12.11 The appointment of a legal representative, however, is not an automatic right.

12.12 The Student may call on witnesses to support his/her case.

12.13 The Student is required to notify the Registrar at least ten (10) working days prior to the hearing should he/she wish to be represented or intend to call on witnesses.

12.14 Proposed legal representatives will need to address the Disciplinary Committee on the day of the disciplinary hearing to obtain approval to represent the Student.

12.15 The proceedings may be concluded in the Student's absence if he/she does not attend the hearing.

12.16 It is the Student's responsibility to notify his/her representative and/or witnesses of the date and time of the proceeding.

12.17 The Student will be responsible for any costs incurred on his/her own behalf.

12.18 The Student will receive an examination 'result pending' until the disciplinary hearing has been completed.

12.19 If the Student is found not guilty, both examination books will be marked and the highest mark will be awarded.

13. MISCONDUCT PROCEDURES

13.1 In the event of an alleged transgression of this Student Code of Conduct, a charge of Student misconduct may be laid with the Registrar of the Institution. The Registrar reserves the right to investigate or delegate the investigation of any misconduct.

13.2 The Registrar is not obligated, but reserves the right to, at any time investigate an allegation of misconduct and inform the parent(s) or legal guardian of a Student (notwithstanding the Student having reached the legal age of majority) of any possible disciplinary investigation and/or proceedings conducted against the Student.

13.3 A Disciplinary Committee will conduct hearings and propose imposed penalties in accordance with this Student Code of Conduct.

13.4 The Registrar may appoint a staff member or a person outside the Institution to act as an initiator/prosecutor in proceedings before a Disciplinary Committee.

13.5 If the Registrar is of the opinion that a formal charge of misconduct against the Student is warranted, the Registrar may have such a charge formulated.

13.1.1 EXPEDITED INFORMAL PROCEDURE

a) The Registrar may in his/her personal capacity, or on a delegated basis at her/his discretion, investigate a complaint, finalise the matter and impose a penalty through agreement with the alleged transgressor, in an expedited manner or refer a charge of misconduct for investigation.

b) The Registrar may impose a penalty and summarily dispose of the matter. In the event that any other penalty is agreed upon, the Board must approve the agreement between the Registrar and the Student.

13.1.2 THE INSTITUTION'S CONTROLLED PREMISES

a) The Registrar may, at his/her discretion, if there are reasonable grounds for suspecting that a Student has committed serious misconduct, or in any other appropriate circumstances, temporarily suspend a Student and/or deny a Student access to any or all of the Institution's controlled premises pending the result of a disciplinary investigation.

b) The Registrar is entitled to act in the manner set out above if he/she is of the opinion that it is reasonably necessary in order to protect the interests of the Student involved, other students, contractors, staff members, members of the public and/or the Institution.

c) The Student shall be entitled to make verbal representations to the Registrar should he/she be of the opinion that the grounds for suspension does not exist or does not justify his/her temporary suspension, or that compelling additional circumstances exist that should be considered.

d) The Registrar shall consider the aforementioned representations and exercise his/her discretion in a fair and just manner, taking into account all the relevant circumstances.

13.1.3 FORMAL PLEA AND PENALTY PROCEDURE

In the event that a charge or charges have been formulated against a Student, and the Student:

a) Freely and voluntarily admits the charge(s) against him/her;

b) Has been given the opportunity to make representations to the Registrar on the appropriate disciplinary measures and relevant aspects; and

c) Has freely and voluntarily entered into a Plea and Penalty agreement with the Institution;

Then the Registrar may take disciplinary steps against the Student in accordance with this Student Code of Conduct. Thereafter, the charge, admission of guilt and disciplinary measures imposed shall be noted and recorded by the Chairperson of the Disciplinary Committee, in the presence of the Student, or the Student and/or his/her parent(s) or legal guardian, or the Student and/or his/her qualified and practicing legal representative.

If it appears that the Student wishes to revisit his/her decision regarding the Plea and Penalty agreement or wishes to make further representations, the Chairperson of the Disciplinary Committee may at any time before the Student is found guilty, remit the matter to the Registrar for further consideration.

13.1.4 FORMAL DISCIPLINARY PROCEDURE

a) If charges against a Student have been formulated and the Student denies the charge(s) against him/her, the Registrar may convene a disciplinary investigation by the Disciplinary Committee. The committee will determine whether the Student is guilty of the alleged misconduct and decide on disciplinary measures in accordance with this Student Code of Conduct.

b) The written charge shall be compiled and delivered to the Student concerned. In the document the Student shall be summoned to appear at the specific date, time and venue stated in the document in order to answer to the charge.

c) A Student shall be entitled to be accompanied by his/her parent(s) or legal guardian and/or qualified and practicing legal representative during the disciplinary proceedings. The Chairperson of the Disciplinary Committee may give permission to a third party other than the parent(s) or guardian of the Student to assist the Student. This third party will be allowed to provide general support to the Student, but shall not act as a legal representative.

d) Should the Student decide to retain the services of a qualified and practicing legal representative, such services shall be retained entirely at his/her discretion and at his /her own expense. The name and contact details of such legal representative must be submitted to the Registrar prior to the date of the disciplinary proceedings. Neither the Institution nor the Student shall, during the course of a disciplinary proceeding, have any claim against each other pertaining to the costs incurred by a party in respect of legal representation.

e) The procedure followed during any disciplinary proceeding shall be determined by the Chairperson of the Disciplinary Committee.

The proceedings shall include that the Student:

- Is provided with sufficient details of the charge(s) against him/her.
- Is afforded reasonable time to prepare for the proceedings.
- Does not have to incriminate himself/herself.
- Is asked whether he/she understands the charge(s) and is requested to enter a plea of guilty or not guilty to the charge(s).
- Is permitted to call witnesses to give evidence in his/her favour.
- Is allowed to cross examine anyone who gives evidence against him/her.
- Is allowed to present his/her case to the Disciplinary Committee.
- Is allowed to address the Disciplinary Committee on any relevant aspect.
- Is allowed to present mitigating circumstances if found guilty of any charge(s) against him/her.
- Is entitled to be informed of any further internal processes (any possible appeal), which he/she may pursue and the possible consequences or results of such processes, and
- Is upon request, provided with written reasons for any decision made by the Disciplinary Committee.

The Disciplinary Committee shall keep minutes of the proceedings and ensure that such minutes are kept in an appropriate manner.

If requested in writing by a Student who has been found guilty of any charge(s), the Disciplinary Committee must furnish written reasons for its decision and/or disciplinary measures imposed within a reasonable period after such request has been made. After submission of the mentioned written reasons, the Disciplinary Committee will have fulfilled its function.

13.1.5 PENALTIES

Upon finding a Student guilty of misconduct and having heard evidence in mitigation, the Chairperson at the Disciplinary Committee may impose any one of, or a combination of the following penalties, (which is not exhaustive):

- a) Reprimand the Student.
- b) Temporarily or permanently deprive the student of any right or privilege associated with his/her registration as a Student at the Institution;
- c) Impose a fine not exceeding the amount determined from time to time for this purpose by Council, and/or order the Student to pay an amount which amounts to the actual damage caused by the Student and/or to reimburse any other party for damages suffered;

d) Compel the Student to perform community service within the Institution for a specified number of hours as are deemed to be reasonable given the nature and seriousness of the transgression and the evidence presented to the committee.

e) Deny the Student the right or privilege to register for a particular module, or revoke a credit obtained in a module.

f) Suspend the Student's registration for a specified period.

g) Permanently expel the Student from the Institution.

h) The Chairperson may suspend any of the above penalties wholly or in part on condition that the Student adheres to or complies with any measure imposed, which is designed to correct behaviour, educate Students and/or act as incentive to modify behaviour.

i) If an appeal against a decision of the Disciplinary Committee is lodged,

a) the Chairperson may, in appropriate circumstances, suspend any disciplinary measure imposed by the Committee pending the result of the appeal.

b) Students will be required to cover all costs involved including legal procedures and remunerate committee members not on the OW payroll.

c) Imposed fines and costs must be paid within 60 days of the finding and penalty imposed.

13.1.6 APPEALS

13.1.6.1 APPEALS COMMITTEE

a) The Appeals Committee consists of the Registrar or his/her nominee, who may be an Institution staff member (full time or part time) or a person from outside the Institution, and whom shall act as Chairperson of the Committee; and

b) One permanent academic staff member of the Institution; and

c) One permanent academic staff member from any department within the Institution;

d) With regards to staff members who serve on the Appeals Committee, a staff member having been a member of the Disciplinary Committee in respect of a certain matter may not serve as a member of the Appeals Committee in respect of the same matter.

13.1.6.2 APPEALS PROCEDURE

- a) The Student may appeal to the Registrar on the process or outcome of a disciplinary hearing in writing within seven (7) working days of the decision, indicating the grounds on which the appeal is based.
- b) The Student may appoint legal representation at their own cost and inform the Registrar at least five (5) days prior to the meeting of such intention.
- c) Such a legal representative will have to address the Appeals Committee on the day that the appeal is heard.
- d) No new evidence may be submitted.
- e) The Appeals Committee may uphold, amend or reduce the sentence.
- f) The Appeals Committee will not be bound to the record of the hearing before the Disciplinary Committee and may call for additional evidence and/or witnesses.
- g) The verdict reached by the Appeals Committee will be final and binding.
- h) The appellant (the Student appealing) may be liable for all costs that OW incurred in respect of the Appeals and/or at the Disciplinary Committee. The Appeals Committee does have the discretion to make any orders as to the cost of the Appeals and/or Disciplinary Committee proceedings.

13.1.7 GENERAL ASPECTS IN RESPECT OF DISCIPLINARY PROCEDURES

- a) If a student refuses or fails to attend a disciplinary hearing, the hearing may be continued in his/her absence in a manner in which the Disciplinary Committee deems appropriate, taking into account all the relevant circumstances.
- b) If the Student elects to retain the services of a legal representative, it is the Student's responsibility to ensure that such a representative is reasonably available and present at the proceedings. Should a legal representative delay the matter in an unreasonable manner, the Chairperson may at his/her discretion decide to proceed with the matter in the absence of the legal representative.

c) If a Student's misconduct also constitutes a breach of any professional or ethical code of a profession he/she is preparing to enter, the Institution shall provide this information to such profession upon request by the relevant professional body.

d) The consent of the relevant Student shall be obtained in this regard.

e) In the event that a Student is found guilty of a transgression of a serious nature, which also constitutes a criminal offence, the Institution is entitled to, and in certain circumstances obliged to, in addition to any internal proceedings instituted, report the matter to the South African Police Service.

f) Any reference to the Registrar of the Institution in this Code shall, unless specifically stipulated otherwise, include his/her delegated representative authorized to act as such with regard to all aspects set out in the Code.

g) If the Institution is of the opinion that the circumstances of a specific case warrant it, they may perform some or all of the actions performed by the Registrar in terms of the disciplinary code or, alternatively, he/she may, in accordance with Section 68(3) of the Higher Education Act, 101 of 1997, as amended, delegate the authority to perform these functions to another staff member of the Institution.

h) Nothing in this document shall prohibit the institution from promulgating specific disciplinary Codes and Procedures for regulating conduct of Students. Such disciplinary Codes and Procedures, where applicable, shall operate in a concurrent manner with this disciplinary Student Code of Conduct.

13.1.8 POST-CONVICTION CONDITIONS

The following conditions after a conviction will apply:

a) Students will remain financially liable for all outstanding monies irrespective of a conviction.

b) Students may not register for similar modules at another Institution in order to obtain credits for the completion of the qualification.

c) In the event of elective modules, students may not register for any other elective in order to complete and obtain the qualification.

d) Where a module has been cancelled for a prescribed period.

e) If a Student is terminated in the interim, the Student will have no recourse for registering the particular module based on the prescribed period of the disciplinary.

f) OW reserves the right to decline re-registration applications on the grounds of the severity of the offence, or to approve a re-registration application and set certain preconditions.

This Student Code of Conduct and rules published here are subject to change and may be amended.

Ignorance concerning this Student Code of Conduct and these Regulations and Rules will not be accepted as an excuse for transgression.

NAME _____ **DATE** _____

SIGNATURE _____

STUDENT DECLARATION INFORMATION

Dear Student

Please ensure that the correct qualification information is used to complete your Student Declaration form:

PROGRAMME ENROLLED FOR:	SAQA ID:
Bachelor of Arts Honours in Visual Communication	62991
Bachelor of Arts in Visual Communication Design	60470
Bachelor of Film Arts	94670
Bachelor of Interaction Design	99355

Should you be unsure of your qualification enrolled for, please contact the Registrar Office for assistance at registar@openwindow.co.za.

Kind Regards

Registrar Office

STUDENT DECLARATION

I, _____ ,
(Student Full Name and Surname),

_____ (Student Number) am fully aware that the programme I have
enrolled for, is:

the Bachelor of _____

SAQA / Qualification ID: _____

which is registered with the Department of Higher Education and Training to The Open Window
(PTY) Ltd as indicted on the registration certificate dated 10/07/2016.

Signed at _____ on this _____ day of _____ 20 _____ .

STUDENT

OPEN WINDOW REPRESENTATIVE
