



hugenate kollege

Gebed Roeping Diens / Prayer Calling Service

POL: E02/2026

POLICY

STUDENT CODE OF CONDUCT

QUALITY MANAGEMENT SYSTEM	
COMPILED / REVIEWED BY	AUTHORISED BY
Institutional Quality Assurance Committee	HUGENOTE KOLLEGE MANAGEMENT
Date : 16 July 2026	Date: 06/08/2026
Title: COO	Title: Rector
Name: G Crocker (mr)	Name: CHM Bloem (prof)
	
Signatures	

Revision Record			
	Notes	Number	Date
Previous Version	2	3	16 July 2026
Approved for Issue			06 Augustus 2026
Planned Revision			1 st Semester 2029



Contents

1. Purpose of the policy
2. Scope of the policy
3. Definitions
4. Principles
5. Responsibility and authority
6. Rights of students and staff
7. Responsibilities of students
8. Responsibilities of staff
9. Prohibited conduct
10. Reporting misconduct
11. Disciplinary procedures
12. Appeals
13. Protections against retaliation
14. Policy review
15. Effective date
16. Approval



STUDENT CODE OF CONDUCT POLICY

1. Purpose of the policy

Huguenote Kollege is an institution where knowledge and skills are pursued and imparted within a Christian ethos and spiritual framework. Such an institution can only flourish in an environment where the rights, dignity, and privileges of all members are respected.

The purpose of this Code of Conduct is to describe the values and principles that guide the behaviour of students registered at the College. The College's disciplinary system, aligned with this Code, will be administered fairly, consistently, and reasonably.

2. SCOPE OF THE POLICY

This policy applies to all registered students of Huguenote Kollege, both on and off the College campus, including training sites, online and any activities associated with the College.

3. DEFINITIONS

For purposes of this Policy:

College means Huguenote Kollege.

Student means any person registered for a programme, course, short course, or any other learning activity offered by the College.

Staff Member means any permanent, temporary, contract, part-time, or volunteer employee of the College.

Misconduct means any behaviour, action, omission, or activity that contravenes this Code of Conduct, College policies, contractual obligations, or applicable legislation.

Discrimination means unfair treatment of any person on any grounds prohibited by the Constitution of the Republic of South Africa or applicable legislation.

Harassment means unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Academic Misconduct includes plagiarism, cheating, collusion, falsification of information, contract cheating, the unauthorised, undisclosed, or inappropriate use of artificial intelligence (AI) tools in the completion of academic work, examination irregularities, and any other form of academic dishonesty.

College Property includes all physical, electronic, intellectual, financial, and informational assets belonging to or under the control of the College.



4. PRINCIPLES

This Code of Conduct is founded on the values of Huguenote Kollege, its Christian ethos, and the principles embodied in the Constitution of the Republic of South Africa. It seeks to promote a safe, inclusive, respectful, and academically excellent learning and working environment in which all members of the College community can thrive.

All students and staff are expected to uphold the highest standards of personal and professional conduct and to contribute positively to the reputation, integrity, and mission of the College.

4.1 Ethical Conduct

Ethical conduct includes, but is not limited to, promoting:

- A Christian ethos;
- The ethical treatment of people and the environment;
- The ethical use of resources and property;
- Academic honesty including the prevention of plagiarism, the appropriate use of artificial intelligence (AI) tools and all forms of intellectual dishonesty;
- Fairness and impartiality by avoiding favouritism and nepotism;
- Respect for confidentiality and the protection of confidential information.

4.2 Respectful Conduct

Respectful conduct includes promoting:

- Compliance with College rules and the laws of the country;
- Equity and equal opportunity;
- Academic development and formation;
- Trustworthiness and integrity;
- Fairness and courtesy;
- Harmonious relationships;
- Respect for human dignity and a willingness to serve others.

Respectful conduct also requires preventing:

- Discrimination and abuse of power;
- Sexual, racial, or any other form of harassment;
- Disrespect toward individuals or property.

4.3 Responsible Conduct

Responsible conduct includes promoting:

- Transparency;
- Inclusivity;
- Accountability;
- Good governance and professional practice;
- Academic integrity;
- Shared responsibility for maintaining an environment that supports safety, security, health, and wellbeing.



Responsible conduct also requires preventing:

- Misuse of personal or College information, property, or the name of Huguenote College;
- Improper financial dealings;
- Conflicts of interest;
- Practices that threaten safety, security, health, or wellbeing;
- Actions that infringe upon the rights of others.

4.4 Respect for Human Dignity and Human Rights

All members of the College community shall:

- Respect the dignity, worth, and rights of every individual.
- Promote an environment free from discrimination, harassment, intimidation, bullying, victimisation, and exploitation.
- Respect diversity, including differences in race, gender, sex, sexual orientation, age, disability, language, culture, religion, nationality, and socio-economic background.
- Foster mutual respect, inclusivity, and constructive engagement.

4.5 Academic Integrity and Excellence

Members of the College community shall:

- Pursue academic excellence with honesty and integrity.
- Refrain from plagiarism, inappropriate use of artificial intelligence (AI) tools, cheating, fabrication, falsification, collusion, contract cheating, and any form of academic misconduct.
- Respect intellectual property rights.
- Contribute to a culture of learning, scholarship, critical inquiry, and professional development.
- Uphold the principles of academic freedom and responsible academic expression.

4.6 Ethical Conduct

Members of the College community shall:

- Conduct themselves honestly, fairly, and ethically in all activities.
- Avoid conflicts of interest and situations that may compromise professional judgement.
- Refrain from corruption, fraud, bribery, favouritism, nepotism, or abuse of authority.
- Protect confidential and sensitive information entrusted to them.
- Use College resources responsibly and only for authorised purposes.

4.7 Responsibility and Accountability

Members of the College community shall:

- Accept responsibility for their actions and decisions.
- Comply with College policies, procedures, and regulations.
- Adhere to applicable South African legislation.
- Cooperate with lawful investigations and disciplinary processes.
- Report conduct that may threaten the wellbeing, safety, or reputation of the College.

4.8 Safety, Health and Wellbeing

The College is committed to providing a safe and healthy environment.

Members of the College community shall:



- Act in ways that promote physical, emotional, psychological, and spiritual wellbeing.
- Comply with health and safety requirements.
- Refrain from behaviour that endangers themselves or others.
- Promote a culture of care, support, and responsible citizenship.

4.9 Respect for Property, Resources and the Environment

Members of the College community shall:

- Respect and protect College property and the property of others.
- Use financial, physical, technological, and environmental resources responsibly.
- Avoid waste, theft, vandalism, misuse, or unauthorised use of resources.
- Promote environmental sustainability and responsible stewardship.

4.10 Responsible Use of Information and Technology

Members of the College community shall:

- Use information and communication technologies responsibly, ethically, and lawfully.
- Respect privacy and confidentiality.
- Comply with applicable data protection requirements, including the provisions of the Protection of Personal Information Act (POPIA).
- Refrain from cyberbullying, unauthorised access to information systems, or the dissemination of harmful, offensive, or misleading content.

4.11 Professional Conduct and Representation of the College

Members of the College community shall:

- Conduct themselves in a manner that upholds the reputation and values of Huguenot College.
- Uphold and comply with the ethical codes and professional standards of the SACSSP and any other applicable professional council or regulatory body.
- Demonstrate professionalism, courtesy, honesty, and integrity.
- Avoid behaviour that may bring the College into disrepute.
- Act as responsible ambassadors of the institution both on and off campus, including on social media and during work-integrated learning, fieldwork, practical placements, and community engagement activities.

4.12 Commitment to Transformation, Equity and Inclusion

Huguenot College is committed to transformation and social justice.

The College community shall:

- Promote equitable access and participation.
- Support diversity and inclusion initiatives.
- Challenge unfair discrimination and systemic barriers.
- Contribute to a learning environment where all persons can participate fully and achieve their potential.



5. RESPONSIBILITY AND AUTHORITY

The Management of Hugonote Kollege is responsible for the implementation, monitoring, and enforcement of this policy.

6. RIGHTS OF STUDENTS AND STAFF

All students and staff members have the right to:

- Be treated with dignity, fairness, and respect.
- Learn and work in an environment that is safe, secure, and conducive to academic and professional development.
- Be free from discrimination, harassment, victimisation, and bullying.
- Freedom of thought, conscience, religion, and belief within the framework of the College's mission and values.
- Fair and transparent disciplinary procedures.
- Confidentiality and protection of personal information, subject to legal and institutional requirements.
- Access support services and grievance procedures established by the College.
- Participate in College activities and governance structures where applicable.

7. RESPONSIBILITIES OF STUDENTS

Students are expected to:

- Comply with all College policies, rules, and regulations.
- Conduct themselves in a manner that reflects the values and reputation of the College.
- Respect the rights, dignity, and property of others.
- Attend classes, practical placements, and assessments as required.
- Maintain academic integrity and honesty in all academic work.
- Use College facilities, technology, and resources responsibly.
- Refrain from behaviour that disrupts teaching, learning, research, or College activities.
- Report incidents that may compromise safety, wellbeing, or academic integrity.
- Cooperate with authorised College investigations and disciplinary processes.

8. RESPONSIBILITIES OF STAFF

Staff members are expected to:

- Demonstrate professionalism, integrity, and ethical leadership.
- Treat students, colleagues, and stakeholders fairly and respectfully.
- Provide a learning environment that promotes student success and wellbeing.
- Maintain confidentiality and protect personal information.
- Avoid conflicts of interest and disclose any actual or perceived conflicts.
- Ensure fair, transparent, and consistent assessment and administrative processes.
- Promote and uphold the values, policies, and reputation of the College.
- Report misconduct, safety concerns, and policy violations through appropriate channels.



9. PROHIBITED CONDUCT

The following conduct is prohibited and may result in disciplinary action:

9.1 Academic Misconduct

- Plagiarism.
- Unauthorised, undisclosed, or inappropriate use of artificial intelligence (AI) tools in the completion of academic work,
- Cheating during assessments.
- Falsification or fabrication of academic records.
- Unauthorised collaboration.
- Contract cheating or the submission of work completed by another person.

9.2 Misconduct Against Persons

- Assault or threats of violence.
- Bullying, intimidation, or victimisation.
- Sexual harassment or sexual misconduct.
- Discrimination or hate speech.
- Abuse of authority or power.

9.3 Misconduct Against Property and Resources

- Theft or vandalism.
- Unauthorised use of College property.
- Damage to facilities or equipment.
- Misuse of financial resources.

9.4 Information and Technology Misconduct

- Unauthorised access to information systems.
- Cyberbullying or online harassment.
- Distribution of offensive, defamatory, fraudulent, or harmful content.
- Breaches of confidentiality or privacy.

9.5 Conduct Bringing the College into Disrepute

- Behaviour that damages the reputation of the College.
- Misrepresentation of authority to act on behalf of the College.
- Unlawful conduct on or off campus that impacts the College community.

10. REPORTING MISCONDUCT

10.1 Any student, staff member, or stakeholder may report alleged misconduct.

10.2 Reports may be submitted verbally or in writing to the designated College authority.

10.3 All reports shall be handled confidentially, fairly, and in accordance with applicable legislation and College procedures.



10.4 Anonymous reports may be considered where sufficient information is provided to enable investigation.

10.5 The College shall take reasonable steps to protect complainants and witnesses from victimisation or retaliation.

11. DISCIPLINARY PROCEDURES

11.1 Allegations of misconduct shall be investigated in a fair, impartial, and timely manner.

11.2 The person accused of misconduct shall:

- Be informed of the allegations.
- Have access to relevant information regarding the matter.
- Be afforded a reasonable opportunity to respond.
- Be entitled to procedural fairness throughout the process.

11.3 Disciplinary measures shall be proportionate to the nature and seriousness of the misconduct.

11.4 Sanctions may include:

- Verbal warning.
- Written warning.
- Final written warning.
- Restorative or corrective measures.
- Suspension.
- Expulsion or termination of employment.
- Any other sanction permitted by College policies or applicable legislation.

12. APPEALS

12.1 Any student or staff member found guilty of misconduct may appeal against the finding or sanction.

12.2 Appeals must be submitted in writing within the period specified by the relevant disciplinary procedure.

12.3 Appeals shall be considered by an independent person or committee not involved in the original decision.

12.4 The decision of the appeal body shall be final, subject to any rights available under applicable law.

13. PROTECTION AGAINST RETALIATION

13.1 No person may be subjected to intimidation, victimisation, retaliation, or adverse treatment for:

- Reporting misconduct in good faith;



- Participating in an investigation;
- Providing evidence during disciplinary proceedings.

13.2 Any act of retaliation shall constitute misconduct and may result in disciplinary action.

13.3 Students have the right to:

- Fair treatment;
- Confidentiality;
- Information regarding allegations;
- Present evidence;
- Appeal disciplinary outcomes.

14. POLICY REVIEW AND MONITORING

14.1 The Management of Hugonote College shall be responsible for monitoring the implementation and effectiveness of this Policy.

14.2 This Policy shall be reviewed at least every three years, or earlier if required by legislative changes, institutional developments, accreditation requirements, or identified risks.

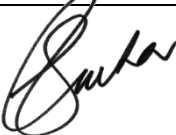
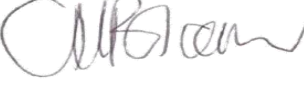
14.3 Amendments to the Policy shall be approved through the College's governance structures.

14.4 Regular awareness and training initiatives may be conducted to ensure understanding and compliance with this Policy.

15. EFFECTIVE DATE

This Policy takes effect on: 06 August 2026

16. APPROVAL

Name	Position	Signature	Date
Mr G Crocker	COO / Manager: Operations		16 July 2026
Prof R Bloem	CEO / Rector		06 August 2026