

**Conditions of Enrolment**

**Assessments**

# Student Affairs

# Disciplinary Code of Conduct

**If misconduct is suspected: The alleged misconduct must be reported to the management team and the Committee.**

**Misconduct: Q: What are the first steps after an alleged misconduct?**

**A: The alleged misconduct must be reported to the Campus Management Team, the Campus Disciplinary Committee, and the parents/sponsors if the student is a minor. Alleged misconduct will then be investigated. The outcome of this investigation will determine whether there is a need for a disciplinary hearing.**

**If the alleged perpetrator of the misconduct is not an enrolled student, no disciplinary can be held. The alleged victim (if an enrolled student) must be advised to report the case at the local police station. If the alleged victim wishes to report the case at the local police station, he/she can be accompanied by the Campus General Manager.**

## Whistleblowing

This refers to the reporting of something illegal, wrong, unethical, or against the Institution's values. Encourage students to speak up should they witness any action (whether by staff or student) that would amount to an unlawful action be unethical or in any other way be contrary to the values of the Institution.

Should you report an issue anonymously, Eduvos will be obligated to maintain your confidentiality to protect the identities of innocent people. In addition to the above, Eduvos will not tolerate any form of retaliation against an innocent party. We will keep what you tell us private and confidential throughout the investigation process, subject to our legal obligations.

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**Appeal: How would I (as a student) know when to appeal a decision?**

**A: If you feel that the incorrect decision was made, and that a different chairperson hearing the same evidence would come to a different conclusion or result, then you should note an appeal. You must ensure that this is noted in terms of the time frames mentioned here.**

**Appeal:** If the appeal cannot be solved at Campus Level, for an academic matter the appeal will be referred to the Office of the Registrar. For any other generic matter, the appeal will be referred to the Office of the Head of Student Support and Student Affairs. Students will have a maximum of seven calendar days, from the date upon which the student is made aware of the outcome of the disciplinary process, in which to appeal any finding or reprimand issued to them. Students cannot appeal on someone else's behalf. The written request for appeal must be submitted to

**Drug Searches:** No random searches may be performed. A drug search can only be initiated by a Campus General Manager and/or a police officer, or the chairperson of the Committee, in accordance with health and safety regulations or any government regulations (which may be applicable). No warrant is needed for a drug search, but reasonable suspicion is required by

## **Supervised Referral for substance abuse**

Should a staff member suspect that a student is being affected by substance use/abuse they can refer the student to the Committee. The Committee will also need to approach the wellness representative, as substance abuse is both a disciplinary and wellness concern. Students can be referred to external services for drug testing and treatment. Failure to comply will lead to disciplinary action. If a drug test comes back positive, appropriate disciplinary action can be taken to rehabilitate. Only severe and persistent cases shall be punitive in nature. If a student tests negative but is found to have substances on campus, disciplinary action can and should also be taken. In this case, only where a test is negative can the disciplinary process proceed without the wellness representative. The student may still pursue wellness assistance should they wish, but this will not be associated with the disciplinary process.

**Substance Abuse:** The Institution has a zero-tolerance policy on substance abuse (which shall include but not be limited to both alcohol and marijuana).

**Drug Testing:** The Institution will not perform any drug tests on-site. Rather, a referral must be made to an external service for drug testing. The referral will be time-sensitive. If the student fails to provide proof of the test within the specified time frame, the appropriate disciplinary action will be taken. Should the test results be positive for any substance, appropriate action will be taken.

## **Plagiarism and Aib: All students have the responsibility to:**

Ensure that they are familiar with the Institution's *Policy on Intellectual Property, Copyright, and as well as the Euvos AI Policies. Plagiarism Infringement* and should apply proper referencing techniques.

Sign and attach the relevant assessment coversheet to assessment submissions and include the required acknowledgment in a dissertation.

Students who believe that their assessment was not marked correctly, based on evidence (specific answers that were marked as incorrect are linked to specific module material indicating that the answer is correct about the question), may submit an appeal for a re-mark of a formative assessment on that basis. Formative assessments will only be re-marked in cases where the appeal is valid.

Submit their assessment to the Institution's preferred plagiarism detection software (Turnitin), unless otherwise instructed, to ensure that they are not committing accidental plagiarism.

## **Plagiarism**

Ensure that the student is fully aware of his/her obligations in this regard, it is advised that this section be read with the contents of Section 12 (especially about plagiarism).

Students and staff must adhere to the Institution's relevant policies, including but not limited to the *Policy on Intellectual Property, Copyright, and Plagiarism Infringement* as well as the *Euvos AI Policies* deal in detail with the issue of plagiarism and possible consequences thereof.

All students have the responsibility to: ensure that they are familiar with the Institution's Policies and the assessment processes and procedures.

# BLOW THE WHISTLE!



SEE SOMETHING,  
SAY SOMETHING.

## Blow the Whistle!

- Keep a watchful eye on your surroundings.
- Speak up if you notice anything suspicious or concerning.
- Report it immediately—be the change!

Join Eduvos in creating a safer community together. Your vigilance matters. Let's build a secure environment for all.

Download the **BDO Tipoffs** app store.



GET IN ON  
Google Play

GET IN ON  
App Store

GET IN ON  
AppGallery

Eduvos wants to uphold the highest standards of integrity and governance

# Disciplinary Table with examples pages 19 - 24

The disciplinary table classifies and outlines various forms of misconduct and the seriousness of the offense. The table should be used as a guide when applying. Disciplinary measures within the Institute, but the institution reserves the right to conduct a formal investigation and/or a formal disciplinary hearing at any time.

## Minor Misconduct

Example	Definition/Explanation	Disciplinary Inquiry/Hearing	Types of Sanctions		
			1st Offence	2nd Offence	3rd Offence

## Major Misconduct

Definition/Explanation	Disciplinary Inquiry/Hearing	Types of Sanctions		
		1st Offence	2nd Offence	3rd Offence

## Serious Misconduct

Example	Definition/Explanation	Disciplinary Inquiry/Hearing	Types of Sanctions		
			1st Offence	2nd Offence	3rd Offence

# Academics & Faculties

# Students Enrolled During Periods of Lockdown and State of Emergency

- Teaching and learning activities may take place via **online platforms** as determined by the Institution from time to time, whether at its own election or alternatively in response to a ***force majeure*** event.
- Should this be the case, students will have to use their own devices to access the Institution's learning platforms at their own cost in accordance with the Institution's applicable policies.

As we all learned in 2020, there are occasions where, through no fault of Eduvos, we are unable to welcome you to one of our 12 campuses, whether this be due to Covid-19, riots (similar to what happened in KZN in 2021) and the like. Should an event occur which prevents face-to-face learning at one of our 12 campuses, rest assured that our IT and academic departments will switch to online learning so that you do not fall behind on your studies.



## Language of Teaching and Learning

The Institution offers tuition in **English** as the language of teaching and learning, taking into account considerations of practicability.

This means that all assessments, learning opportunities, study material and lecture resources will be offered in **English**.





# Lecturers/Facilitators

- Lecturers will be available to assist students in accordance with their individual consultation schedules.
- It is the student's responsibility to take note of these times and plan his/her time accordingly.



# Study Hours and Attendance

- Participation in teaching and learning activities is in the student's best interest academically.
- Failure to notify the Institution of unavoidable periods of absence may lead to the student missing out on support available and could have a detrimental effect on the student's academic performance.



# Duration of Programmes

A student registering for:

A Foundation Program has a maximum of two years within which to complete the program.

A Higher Certificate program must be completed within three years.

A part-time student registering for a Higher Certificate program has a maximum of five years within which to complete the program.

Students have a maximum of three opportunities to pass a module.

Failure to complete a program within the above stated duration or pass a specific module within three attempts may result in a program exclusion.

A Bachelor program has a maximum of five years within which to be completed.

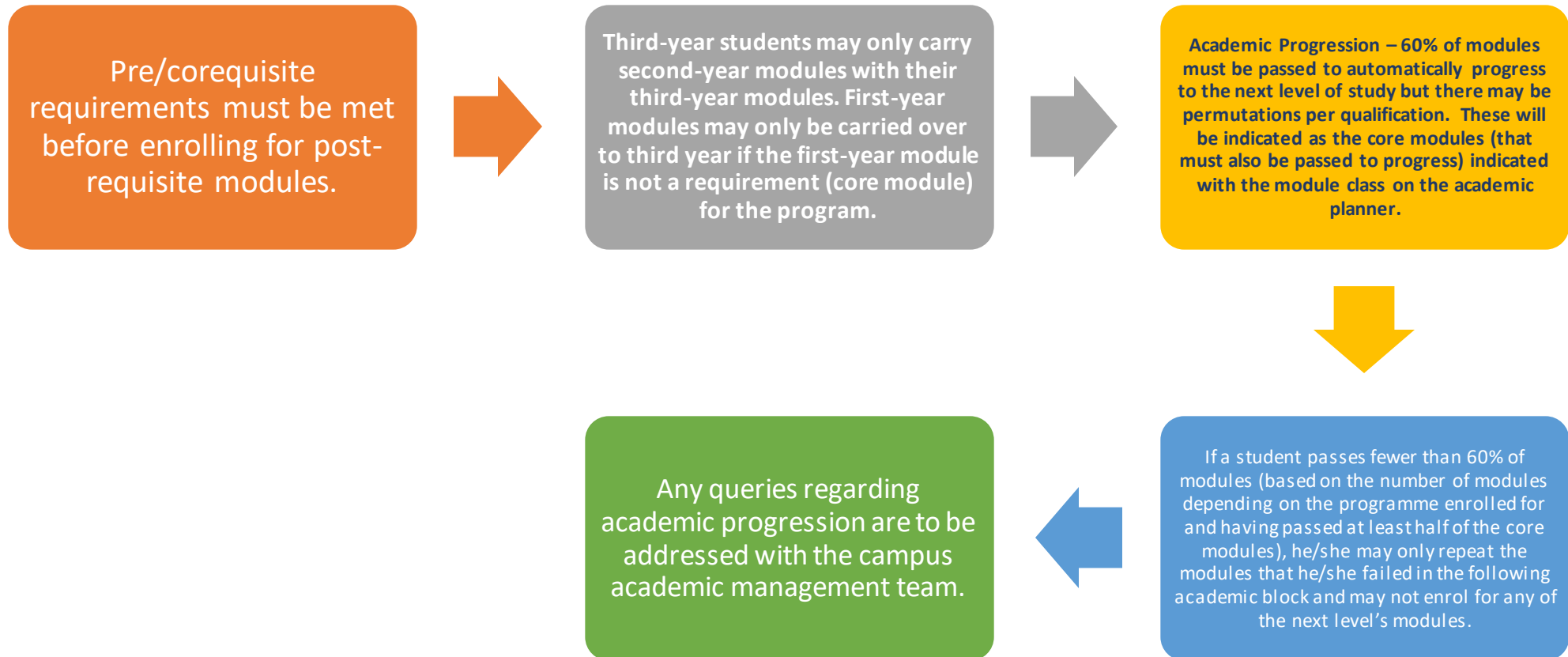
A part-time student registering for a Bachelor program has a maximum of seven years within which to complete the program.

A professional Bachelor program has a maximum of six years within which to be completed.

A Bachelor Honours program has a maximum of three years within which to be completed.

# »» Academic Progression

- The following requirements must be met for a student to progress from one academic level to the next:





# Programme Requirements

To qualify for a program cum laude, the student must meet the following criteria:

- ✓ No module has been failed
- ✓ All modules have been passed during the first examination/summative assessment attempt
- ✓ All modules have a final mark of 60% or higher
- ✓ The student has achieved 75% or above as a final average for the program
- ✓ The student has completed the program within the allocated time without putting the program on hold
- ✓ The student has never been suspended from studies for any reason

To qualify for a program magna cum laude, the student must meet the following criteria:

- ✓ No module has been failed
- ✓ All modules have been passed during the first examination/summative assessment attempt
- ✓ All modules have a final mark of 60% or higher
- ✓ The student has achieved 80% or above as a final average for the program
- ✓ The student has completed the program within the allocated time without putting the program on hold
- ✓ The student has never been suspended from studies for any reason

In the event of a student deviating from the recommended study duration, the student must be aware that such a decision may impact on him/her being eligible for the cum laude.

# Assessments

# Assessment Changes

Student Portal listed as result publication platform in [Section 18](#) (The Learning Management System)

Portfolios and Research Essays added to [Section 22](#) (Assignments and Projects)

Q&A added in [Section 24](#) (Assessment Rules):

**Q:** Will my document be accepted after the due time if the modification date on the file is before the due time?

**A:** No, file modification dates and time can be tampered with and is not accepted as verifiable evidence.

# Clarity on Summative Types

	Deferred	Supplementary	Special
Who qualifies?	Students who missed the Initial attempt due to verifiable extenuating circumstances.	Students who failed the module after attempting the Initial session.	Students who have on module outstanding to graduate.
How does a student qualify?	Student applies for this opportunity within 3 days of missed assessment.	Student automatically qualifies for this opportunity.	Student applies for this opportunity by Week 2 of the Block.
How does final mark calculation work?	The same as Initial attempt, formative and summative results are weighted and calculated for a final mark.	The same as Initial attempt, formative and summative results are weighted and calculated for a final mark.	Only the Special examination result is considered, and the final mark is capped at 50%.
What displays on the transcript?	Displays the same as an Initial attempt.	Displays with a Supplementary result code.	Displays as a new module attempt that specifies Special Examination.

# New Section 35: Assessment Related Application/Query Timeframes

Assessment Related Applications/Queries	Timeframe
Application for a deferred assessment	3 working days after missed assessment
Application for a re-mark of a formative assessment (with valid grounds)	5 working days after result release
Application for a re-mark of a summative assessment	2 working days after publication
Application for a special examination	By Week 2 of the Block
Application to attempt at another campus	5 working days prior to assessment
Application to attempt a proctored assessment on-campus	2 working days prior to assessment
Application to view an initial summative assessment script	Prior to Supplementary assessments
Application to view a supplementary/deferred or Special summative assessment script	5 working days after publication
Query regarding an assessment result	5 working days after publication
Request for extension on assessment submission date	Prior to the submission date