RUTH PROWSE
SCHOOL OF ART

STUDENT CODE OF CONDUCT POLICY AND PROCEDURES

POLICY OUTLINE

The RPSA Student Code of Conduct policy outlines the expectations and guiding principles regarding appropriate educational behaviour. The guidelines are offered with regards towards moral and ethical relationships between students and – academic and administrative staff, peers, associates of the institution and the institution as a whole.

The RPSA Student Code of Conduct has its foundation in a higher educational working environment which includes multiple role players. Core values include freedom of expression, open communication and relationships based on trust and mutual respect. Honesty and integrity is fundamental and students are encouraged to develop the code of conduct into a mature working policy which reflects the mission of the institution. A policy is only as successful as its practice in the world.

SCOPE

The RPSA Students Code of Conduct policy applies to all role players. RPSA aspires to a professional relationship and association that is exemplified by the core values of the Code of Conduct. These relationships include interactions inside and outside of formal learning and includes all communication with people associated with the institution in person, digitally, on or off the premises.

PROCEDURES FOR THE IMPLEMENTATION OF THE STUDENTS CODE OF CONDUCT

RPSA inspires students to support a respectful and collaborative environment. In order to achieve this students are encouraged to recognise the value in upholding the mission statement of the institution by placing the code of conduct as a moral compass with which the institution upholds its core values.

RESPECT IN THE LEARNING

Non-discrimination is part of the ethos and mission statement of the School. All students should respect their peers and comply with all students having rights to all privileges, programs, and activities. RPSA does not allow any kind of discriminatory behaviour, harassment or victimization. Discrimination of any kind including in relation to mental illness, gender, sexual orientation, ethnicity, religion, class or race will not be tolerated.

The student shall refrain from any action and/or behaviour which may in any manner harm the good name and/or reputation of the School, or which may place the School and/or students, in an undesirable or compromising situation.

The student shall act in good faith towards the School and the School shall act in good faith towards the student.

The institution endeavours to uphold fair and valid teaching, learning and assessment processes through a developed code of conduct.

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PROTECTION OF RPSA PROPERTY

All students should treat the school's property, whether material or intangible, with respect and care. Students should not misuse school equipment and should protect wherever possible, school property from damage and vandalism.

Students should respect all kinds of incorporeal property such as the school logo and copyright. Students should make use of such media as is necessary within the confines of the institution and to successfully complete their studies.

DUTIES AND AUTHORITY

All students should fulfil their learning with integrity and respect toward the staff, peers and the visual arts community.

The student shall at all times act in the best interests of the School and shall not engage in behaviour or other activities which may result in a conflict of interest arising between RPSA and the student.

Course- Co-ordinators and the Executive Head should not abuse their authority. They are expected to support students to fulfil their. Students are expected to follow the Course- Co-ordinators and the Executive Head's instructions and complete their learning as expected with skill and in a timely manner. When issue arise regarding:

CONFLICT OF INTEREST

RPSA expects students to avoid any personal or other interests that might hinder their capability or willingness to perform their education.

PROFESSIONALISM

All students must show integrity and professionalism in the education process with a professional work ethic.

Students are requested to dress in a way that is deemed to be respectful to the wide diversity of the staff, student cohort and peers.

Students are required to be punctual when coming to class. Students are required to communicate timeously if they are unable to come due to unforeseen adverse personal circumstances or health.

Students should be supportive, friendly and collaborative with their peers and promote peer engagement and learning. Students should not disrupt the learning.

Al l students should support open communication and open academic discourse.

COMPLIANCE WITH LAW AND LEGAL FRAMEWORKS

We aim to protect RPSA's legality at all times. This is achieved through honest and factual communication in relation to all aspects of the RPSA education system.

We aim to comply with all environmental, safety and fair dealing laws.

Students are requested to report irregularities and/or fraudulent acts/omissions (of which they may be aware) to the SRC.

INTERVENTIONS

RPSA may have to take disciplinary action against students who repeatedly or intentionally fail to follow the code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

Negotiation

Termination of Studies

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RPSA may take legal action in cases of theft other unlawful behaviour.

GENERAL CONDUCT

1. Registered students must sign in and out daily on the registration forms provided outside of the admin office. This will provide evidence of student attendance.
2. No registered student may attend a class for which they are not registered without the pre-authorisation by the lecturer concerned.
3. No drugs or alcohol is permitted on the School premises. Students under the influence will be requested to vacate the class.
4. Any student who persists with disruptive behaviour relating to the consumption of drugs or alcohol will be reported to the Executive Head and a meeting will be called with the student's parents or guardian. If these steps fail to bring about change in the students conduct the student will be suspended for a specific timeframe and accepted back with conditions. If the results of the suspension are not satisfactory then the student will be expelled from the School.
5. No weapons may be brought onto the School premises.
6. Smoking is not allowed anywhere within the School building, including the balcony, veranda and courtyard. Smoking is only permissible in the front garden at the designated area. No Smoking is permitted on the concrete terrace in front of the Jewellery Design department.
7. It is vital that students are punctual and attend all briefings, demonstrations and critiques, as these will not be repeated. If a project is missed due to absenteeism, the onus is on the student to redress the situation.
8. Students must seek and heed advice on ethical matters regarding the production of artworks, from the Course Co-ordinator concerned, if they are involving children, vulnerable adults, members of the public, other students, questionable materials or production methods or animals in their work. For example, activities may result in mental harm and questionnaires may breach confidentiality.
9. In addition to plagiarism, any other breaches of assessment such as handing in of work (either practical or theoretical) which is deemed to be your own, but has actually been generated by another, copying of other students work and submitting it as your own etc. will be regarded as cheating and brought before the Course Co-ordinator and the Executive Head. These incidents are not taken lightly as they would not be a valid assessment of a student's knowledge base as the student is being dishonest regarding authorship.
10. Cell phones and i-pods must be switched off during formal lectures.
11. Music may only be played at the discretion of the lecturer and the agreement of peers.
12. Students must take responsibility for the preservation and removal of their art works. Any structures, work or art materials left on the School premises at the end of the academic year will be discarded at the expense of the student.
13. Students will be held liable for the irresponsible handling of School property. This includes graffiti, cutting on tables instead of the provided cutting mats, painting of furniture, the defacing of books, installation or deleting of software on the School's computers etc.
14. IT will delete any personal or student work from the desk top on a monthly basis of the PC's and Macs. Students are required to save their work in folders, Google Docs or Dropbox. Personal student work will be deleted at the end of the academic year from the hard drives. It is therefore imperative that students back up digital work at all times. All students are required to have a Dropbox or Google Docs account and save a copy of any required essays or written submission. The school will not accept any excuses of lost essays and corrupted hard-drives and flash drives or broken laptops.
15. The School takes no responsibility for any practical or theoretical work lost by the student. In the

event of a loss being reported by a staff member or a student, the students and student cohort agree that the school will be shut down and bags may be searched by security and the Executive Head. If a student is caught stealing, disciplinary action will be taken by the Board of Directors, followed by immediate expulsion and the police will be notified.

16. Non-discrimination is part of the ethos of the School. Discrimination of any kind including in relation to mental illness, gender, sexual orientation, ethnicity, religion, class or race will not be tolerated. Mutual respect is encouraged between all who are associated with the school in person or on social media, as well as for the property of fellow students, students and the school. Any inappropriate, offensive or threatening verbal or physical actions will be dealt with by the Academic Board and in cases of severity by the Board of Directors. After the issue of three verbal warnings and one written letter of warning, disciplinary action may follow that could lead to expulsion or dismissal. This includes students who undermine the integrity of the education process by being disruptive.

17. In terms of health and safety compliance, no pets are allowed on the premises under any circumstances.

18. No littering is permissible.

19. The internet is available at no cost but the computers are only for research and theory assignments. No *Facebook*, *YouTube*, or any other social networking may be used for social purposes- these may only be accessed for legitimate research and study purposes. Students who use these networks for non-academic purposes will be asked to leave the library.

20. Students must comply with the School's internet usage guidelines as amended from time to time. These specifically prohibit the viewing or downloading of pornographic or offensive material. The downloading of large files such as music, images and films for personal use is also prohibited.

21. No changing of computer settings, installation of new software or removal of software is permissible.

22. No student work must be left on the computers. The School will not be held liable for the loss of work left on the computers.

ACADEMIC CODES OF CONDUCT

1. Students are required to participate in the processes of formative and summative evaluation that includes a summative mid-year and end-year moderation.

2. Students must participate in mid-year and year-end moderation.

3. Students are required to engage with Copyright in written and visual form ethically. Plagiarism can lead to expulsion.

4. Students are requested to discuss any medically diagnosed physical/ mental impairment that may negatively impact on the education process with the Course Co-Ordinator prior to submission of projects.

5. Students are required to punctually attend no less than 80% of all **contact** lectures as stated in the timetable.