

RULES OF CONDUCT FOR STUDENTS OF THE FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES (EMS)

Students in the EMS Faculty are likely move into the business world once they have completed their studies at the University of Pretoria. As part of delivering well-rounded students to the job market, it is important that UP students refine certain attributes that are deemed to be part of the make-up of any successful business person. Where feasible, a number of these attributes need to be inculcated by staff members in the departments in the EMS Faculty, by consistently applying the same administrative and other rules when dealing with students. **As these rules of conduct are deemed to form part of learners' guides even though they may be handed out separately, it is assumed that all students are aware of these and ignorance will thus not be accepted as an excuse.**

CONDUCT RULES (GA = Graduate attribute expected of students in the EMS Faculty)	
1.	Professional conduct and manners are expected when interacting with your lecturers in person, by e-mail or by telephone. GA: <i>Communicate well in diverse social, cultural, geographical and workplace contexts using appropriate language (oral, written and listening)</i>
2.	Professional conduct and ethical conduct are expected when liaising with outside stakeholders related to your academic programme. GA: <i>Have a sense of social responsibility by behaving ethically and with integrity</i>
3.	Please respect the consulting hours of lecturers and the time of your fellow students when consulting with lecturers on a one-on-one basis or in class. GA: <i>Demonstrate inter-personal skills by interacting constructively</i>
4.	All correspondence (e-mail or otherwise) with the HODs and lecturers, must be done in an appropriate format and tone. If not, the correspondence will be returned unanswered marked "format" or "tone". Queries will thus not be attended to, unless the format and/or tone of the correspondence are at an acceptable professional standard. For examples of the appropriate format, refer to the formats of correspondence attached to this document. GA: <i>Communicate well in diverse social, cultural, geographical and workplace contexts using appropriate language (oral, writing and listening)</i>
5.	Students shall not be late for class, unless there is a valid reason for their being late. Being late for a lecture indicates a lack of respect for the lecturer and fellow students. In addition, students who have to leave a lecture period before the end of the lecture should advise the relevant lecturer before the lecture commences that they will be leaving early. GA: <i>Functioning autonomously and confidently as individuals demonstrating time management in own decision-making</i>
6.	Students' cell phones should be switched off and out of sight during lectures and tutor sessions, unless these are used as part of the blended learning interventions. GA: <i>Demonstrate inter-personal skills by interacting constructively</i>
7.	Students are discouraged from misusing the procedures associated with sick notes . Nevertheless, when appropriate, they are expected to hand in a sick note application form together with the required supporting documentation AT EACH DEPARTMENT. The associated application form must be filled out in its entirety and if not, sick notes will not be accepted and a zero mark will be awarded for the relevant test or assignment. GA: <i>Have a sense of social responsibility by behaving ethically and with integrity</i>
8.	Sick note application forms and associated documentation must be handed in within three working days from the date of the test that was missed. Public holidays, Saturdays, Sundays and official university recess days during a semester are not counted as working days. Late submissions will not be accepted and a zero mark will be awarded for the relevant test. GA: <i>Functioning autonomously and confidently as individuals demonstrating time management in own decision-making</i>
9.	To counter unethical behaviour, sick notes received will be validated by confirming their validity with the issuing medical practitioner. If students are identified as having submitted fraudulent sick notes, they will be handed over to the university authorities for disciplinary action and this could lead to expulsion. GA: <i>Have a sense of social responsibility by behaving ethically and with integrity</i>
10.	Students are expected to consider the resubmission of tests for additional marks carefully and are expected to fill out the associated forms in their entirety and hand these in, accompanied by the relevant test. Questions/answer books will be remarked in their entirety when handed in and students could consequently lose marks previously awarded, when the entire question/answer book is remarked. GA: <i>Functioning autonomously and confidently as individuals taking responsibility for their own decisions and development</i>
11.	Fraudulent amendments to tests and examinations will not be tolerated and students guilty of this will be handed over to the university authorities for disciplinary action and this could lead to expulsion or suspension of credits for a specific module. GA: <i>Functioning autonomously and confidently as individuals taking responsibility for their own decisions and development and Have a sense of social responsibility by behaving ethically and with integrity</i>
12.	All tests handed in for remarking must be handed in within three working days of the date on which the tests were handed back in class and must be accompanied by the associated form. Public holidays, Saturdays, Sundays and official university recess days during a semester are not counted as working days. Applications for a remark will not be considered if handed in after the deadline specified by the lecturers. GA: <i>Functioning autonomously and confidently as individuals demonstrating time management in own decision-making</i>
13.	All assignments must be handed in on time. If not, assignments will not be marked and students will receive a zero mark for assignments that were handed in late. GA: <i>Functioning autonomously and confidently as individuals demonstrating time management in own decision-making</i>