



UNIVERSITY OF PRETORIA

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# CODE OF CONDUCT FOR STUDENTS

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## **PREAMBLE**

This Code of Conduct for Students reflects the core values of the University of Pretoria (“The UP Way”) as encapsulated in the Preamble to the Statute of the University, and should be read in conjunction with the University of Pretoria’s Disciplinary Rules for Students, as well as all other applicable policies, regulations and rules of the University.

The conduct of each student is important for sustaining an environment conducive to freedom of enquiry and the search for knowledge and truth. Therefore, the University community requires a commitment from every registered student to –

- Uphold the values and principles of the University of Pretoria by not acting in a manner that may bring the name of the University of Pretoria into disrepute;
- represent the University with pride and commitment;
- promote the good name of the University of Pretoria;
- strive towards building an inclusive University culture;
- embrace the diversity of our University and all its students and staff;
- address unfair discrimination and violence in all their manifestations wherever they may be encountered; and
- protect and uphold the integrity of the University’s qualifications in all their dealings with the University.

### **1. COMPLIANCE WITH THE CODE OF CONDUCT**

All registered students of the University are required to read and understand the Code of Conduct for Students (“the Code”) and to ensure that they comply with the letter as well as the spirit, being the content and underlying intention of the Code. Therefore, students will be required to declare that they have read and understood the Code during the annual registration process.

The Code is based on the principles of ethical and appropriate behaviour within the University and wider social context. These principles are at the core of the University’s everyday activities and the main reason for its existence, namely providing quality academic education and training of students, enhancing the holistic support of students to promote their success, as well as the fostering of norms and values of excellence.

The principles of academic integrity and honesty are inherent requirements for the preservation of the integrity of the qualifications awarded by the University. Safeguarding such principles is essential to establishing and maintaining an environment that is conducive to sound academic practices and in shaping individuals who will add value to society and maintain the University’s reputation and the integrity of its qualifications nationally and globally.

## 2. SCOPE

The Code of Conduct applies to all registered students of the University of Pretoria.

All students of the University are required to conduct themselves in an appropriate manner in their day to day activities, including their dealings with other students, staff, external organisations and the community.

The Code applies to students' conduct both on and off University premises, where they are engaged in activities and services as students of the University, or where they represent or are seen to represent the University, or are otherwise identified as students of the University.

The Code applies to all academic and community engagement activities, including but not limited to, the use of the University's internet and IT infrastructure, social media network, all online learning platforms, all communications, class attendance, submitting and writing of assignments, essays, theses, dissertations, research reports, reports or assessments, or interacting with fellow students.

Students must at all times, comply with all general, academic, financial and administrative policies and regulations as reflected from time to time in the University's General Academic Regulations, General Student Rules, Faculty Yearbooks, information booklets, and on its website. Students bear the responsibility of ensuring that they are familiar with these policies and regulations and ignorance will not be accepted as an excuse for any transgression, or as a basis for an exception to any of these policies and regulations.

## 3. DEFINITIONS

Unless the context indicates otherwise, the terms used in this Code have the following meaning:

|                                    |  |
|------------------------------------|--|
| Academic dishonesty/<br>misconduct | : Academic dishonesty or misconduct refers to any action aimed at gaining or attempting to gain an unfair academic advantage in a formal University assessment, or any activity that could undermine the integrity of academic programmes and research. Academic misconduct includes, but is not limited to plagiarism; research misconduct (including the manipulation of research data, processes and material); failure to comply with formal examination or assessment instructions; the possession of unauthorised material during an examination, etc. |
| Code of Conduct                    | : A set of rules outlining the norms and values of the University and is linked to the behaviour expected from students.   |
| Community Engagement               | : Community Engagement is entrenched in UP's strategic objectives and in its vision and mission statements. At UP, Community Engagement is treated as an integral part of teaching and learning, and research, and is aimed at promoting critical citizenship.   |

UP's nine faculties, business school and student voluntary organisations use their skills and knowledge base to empower and assist communities in their development ventures.

|                                  |   |
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| Discrimination                   | : Any act or omission that directly or indirectly disadvantages another person based on one or more of the prohibited grounds. Please refer to the University's Anti-discrimination policy in this regard (for the link to the policy see paragraph 6.1 below).   |
| Ethical behaviour                | : Ethical behaviour is characterised by honesty, fairness and equity in interpersonal, professional and academic relationships and in research and scholarly activities. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people.  |
| Favouritism and nepotism         | : Favouritism refers to the practice of giving unfair preferential treatment to one person or group at the expense of another, while nepotism is a form of favouritism that unfairly benefits relatives and friends. Both are regarded as unethical behaviour.  |
| Freedom of expression            | : Freedom of expression is one of the civil freedoms guaranteed in section 16 of the Constitution, in accordance with which everyone has the right to freedom of expression, which includes freedom of the press and other media; freedom to receive or impart information or ideas; freedom of artistic creativity; and academic freedom and freedom of scientific research. However, this right does not extend to incitement to violence, or hate speech that is based on race, ethnicity, gender or religion, and that constitutes incitement to cause harm.<br>Academic freedom means the freedom of teachers and students to teach, study, and pursue knowledge and research without unreasonable interference; although complying with the relevant policies, rules and regulations. |
| Harassment and Sexual harassment | : Conduct that constitutes harassment or sexual harassment is set out in the University's Anti-discrimination policy (for the link to the policy see paragraph 6.1 below).  |
| Hate speech                      | : The various forms of communication that constitute hate speech are set out in the University's Anti-discrimination policy (for the link to the policy see paragraph 6.1 below).   |
| Prohibited grounds               | : The Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000 defines prohibited grounds as –<br>“(a) race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth; or<br>(b) any other ground where discrimination based on that other ground –<br>(i) causes or perpetuates systemic disadvantage;<br>(ii) undermines human dignity; or  |

- (iii) adversely affects the equal enjoyment of a person's rights and freedoms in a serious manner that is comparable to discrimination on a ground in paragraph (a)."

|                                     |  |
|-------------------------------------|--|
| University premises                 | : All campuses, facilities, buildings and vehicles of the University, whether they are owned or leased, and regardless of the location, including student residences.  |
| Violation/Breach of Confidentiality | : A breach of confidentiality, or violation of confidentiality, is the unauthorised disclosure of confidential and personal information. <ul style="list-style-type: none"><li>(a) Confidential information is institutional information that is available only to authorised persons. The details are contained in the University's Information Governance policy (for the link to the policy see paragraph 6.1 below).</li><li>(b) Personal information means any information relating to an identifiable individual (living or deceased) or an existing organisation (a company, public body, university, etc). In this regard, the University's Protection of Personal Information (Privacy) policy is based on the principles of privacy protection as set out in the Protection of Personal Information Act 4 of 2013 (POPIA) and the guidelines provided in the POPIA Industry Code of Conduct: Public Universities (for the link to the policy see paragraph 6.1 below).</li></ul> |

## **4. PRINCIPLES**

### **4.1 Ethical Conduct**

UP requires compliance with the regulations and rules of the University and with the laws of the country, the ethical treatment of people, animals and the environment, and the ethical use of resources and property.

At UP, we are committed to achieving the highest standards of teaching and learning, research and community engagement and to conducting these activities with integrity, objectivity and fairness, and in compliance with the applicable laws and regulations.

At UP, we do not tolerate dishonesty in any form, including but not limited to fraud, theft, academic dishonesty or misconduct, favouritism and nepotism, or the violation of confidentiality.

At UP, we condemn all forms of unfair discrimination, intolerance of the diverse cultures within the UP community, as well as violence of any kind.

### **4.2 Respectful Conduct**

UP is committed to equal opportunities, and therefore promotes human rights and social responsibility, freedom of expression, trustworthiness, integrity, fairness, and treating others with courtesy, civility and dignity.

At UP, we do not tolerate unfair discrimination or harassment on the basis of, amongst others, race, gender, religion, disability, sexual orientation, or any category as defined in the Constitution of South Africa, or disrespect for persons or property.

#### **4.3 Responsible Conduct**

At UP, we have a duty to be aware of the obligations imposed by laws, policies and regulations, and to report potential instances of non-compliance.

Responsible conduct means that we uphold the principles of transparency, inclusivity, accountability, caring, good practice and taking mutual responsibility for maintaining an environment that is conducive to safety, security, health and wellbeing.

Responsible conduct therefore implies that we will prevent the misuse of personal and University information and property, as well as the name of the University, improper financial dealings, practices that threaten the safety, security, health and wellbeing of ourselves and others, and actions that impinge on the rights of others.

### **5. CONSEQUENCES OF NON-COMPLIANCE**

Students are responsible for the consequences of their actions, and violation of the standards set out in the Code may result in the University taking action under the *Disciplinary Rules for Students*.

### **6. ASSOCIATED DOCUMENTS**

#### **6.1 UP policies and important documents**

The following policies, regulations and codes are available on the UP POLICIES page of the UP web and on the STUDENT POLICIES page on the student intranet, and can be accessed via the links provided. Please note that the latest version of any policy, regulation, rule or code will be applicable.

6.1.1 UP policies and other important documents can be accessed via the following link:

<https://www.up.ac.za/article/2754069/up-policies-and-other-important-documents>.

These policies and documents can also be found on the policies page of the Student intranet.

- Anti-discrimination policy
- Trans Protocol
- Code of Conduct Applicable to Personal Relationships between Employees and Students
- Disciplinary Rules for Students
- Escalation policy and the accompanying Guidelines
- Disciplinary Code: University-Controlled Residences (Contained in the TuksRes Guide)
- HIV and AIDS policy
- Language policy

- Organised Student Life policy
- Plagiarism prevention policy
- Policy on students with disabilities
- Policy on Occupational Health and Safety
- Smoking, alcohol and substance abuse policy
- Social media policy
- UP brand and corporate identity policy
- Web policy
- Whistle-blowing and anti-fraud policy
- Statute of the University of Pretoria

6.1.2 The General Academic Regulations (“G Regulations”) are available on the UP web, and can be accessed via the following link:

<https://www.up.ac.za/yearbooks/home>

The General Academic Regulations can also be found on the policies page of the Student intranet.

6.1.3 The ethical guidelines applicable to research activities are available on the website of the Department of Library Services, and can be accessed via the following link:

<https://library.up.ac.za/research>

The ethical guidelines can also be found on the policies page of the Student intranet.

## 6.2 External documents

- Constitution of the Republic of South Africa, 1996
- Promotion of Access to Information Act 2 of 2002
- Protection of Personal Information Act 4 of 2013 (POPI Act)

## 7. METADATA

|                              |   |
|------------------------------|---|
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