

Student Code Of Conduct (2024)

1. The Prajna Institute is committed to the highest standards of conduct. This commitment is expressed by ensuring academic integrity, academic freedom, fair treatment of all people, and the safety and wellbeing of members of the Institute.
2. **Students agree to adhere to the Code of Conduct at admission and re-enrolment**
3. For the Prajna Institute, fair treatment of all people is underpinned by the principle of equity in education, employment and wellbeing for current and prospective students and staff, and by providing a safe environment that is, so far as is reasonably practicable, free from risks to health, wellbeing, and safety.
4. To this end, unlawful discrimination, discriminatory harassment, vilification, sexual harassment, bullying, victimisation and serious misconduct or criminal behaviour are not tolerated.
5. In preventing or responding to alleged misconduct, the Prajna Institute is committed to procedural fairness, with objective and proper procedures being used when making a decision.
6. **Definitions**
 - 6.1. **Bullying:** Repeated, unreasonable misconduct directed toward a member of the Prajna Institute by another member of the Prajna Institute that creates a risk to health and safety. A single incident of sustained or aggressive misconduct that creates a risk to health and safety may also be viewed as bullying.
 - 6.2. **Discrimination:** Either direct or indirect discrimination on the basis of an attribute.
 - 6.3. **Direct discrimination:** Direct discrimination occurs when a person treats, or proposes to treat, someone with an attribute less favourably than someone without the attribute (or with a different attribute) in the same or similar circumstances. In relation to disability discrimination, direct discrimination also occurs if an employer does not make, or proposes not to make, reasonable adjustments for a disabled person and a failure to make a reasonable adjustment has the effect of, because of the disability, that person being treated less favourably than a person without the disability in the same or similar circumstances.
 - 6.4. **Indirect discrimination:** Indirect discrimination occurs when a person imposes, or proposes to impose, a requirement, condition or practice that:
 - 6.4.1.a) someone with an attribute does not or cannot comply with; and
 - 6.4.2.b) has or is likely to have the effect of disadvantaging the person with the attribute; and
 - 6.4.3.c) is not reasonable in the relevant circumstances. In relation to disability discrimination, indirect discrimination also occurs if:
 - 6.4.4.d) an employer requires or proposes to require persons to comply with a requirement or condition; and
 - 6.4.5.e) because of the disability, the person would comply if the employer made reasonable adjustments, but the employer does not do so; and
 - 6.4.6.f) the failure to make reasonable adjustments has, or is likely to have, the effect of disadvantaging persons with the disability. This provision does not apply if the requirement or condition is unreasonable, having regard to the circumstances of the case.
 - 6.5. **Attribute:** In the context of discrimination, attribute means any of the following attributes: age; breastfeeding; employment activity; gender identity; intersex status; disability; industrial activity; lawful sexual activity; marital status; parental status or status as a carer;

physical features; political belief or activity; pregnancy; race; religious belief or activity; gender; sexual orientation; an expunged homosexual conviction; personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.

- 6.6. **Discriminatory harassment:** Any conduct of a person towards another person on the basis of an attribute of that other person, that is reasonably likely, in all the circumstances, to humiliate, offend, intimidate or distress the other person.
- 6.7. **Incident:** An event of general misconduct that is referred to, or an allegation of general misconduct that is made to, a Prajna Institute staff member, most usually a lecturer, supervisor.
- 6.8. **Victimisation:** When a person subjects, or threatens to subject, another person to a detriment, which includes humiliation and denigration, because that other person has made a complaint or been involved in a complaints procedure, or because the first person thinks the other person intends to make a complaint or be involved in a complaints procedure.
- 6.9. **Vilification:** Any form of conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of another person or class of person on the grounds of their race or religious beliefs or practices.
- 7. It is General Misconduct if a member of the Prajna Institute:**
 - 7.1. while on Prajna Institute premises, using a Prajna Institute facility or service, or engaging in a Prajna Institute activity:
 - 7.1.1. commits a criminal offence
 - 7.1.2. engages in conduct which causes the Prajna Institute to be guilty of a crime
 - 7.1.3. intentionally or recklessly causes injury to another person
 - 7.2. intentionally or recklessly causes damage to, or commits theft of Prajna Institute property or property on Prajna Institute premises
 - 7.3. interferes with or improperly or unsafely uses Prajna Institute property, a facility or service
 - 7.4. while on Prajna Institute premises, using a Prajna Institute facility or service, or engaging in a Prajna Institute activity acts improperly, including through:
 - 7.4.1. sexual abuse
 - 7.4.2. sexual misconduct
 - 7.4.3. harassment
 - 7.4.4. bullying
 - 7.4.5. vilification
 - 7.4.6. threatening or intimidating behaviour
 - 7.4.7. discriminatory behaviour
 - 7.4.8. use of abusive language
 - 7.4.9. disorderly behaviour
 - 7.4.10. breach of the peace
 - 7.4.11. access, display, download, upload or broadcast of prohibited or illegal material
 - 7.4.12. breach of laws or Prajna Institute policies relating to discrimination
 - 7.4.13. breach of laws or Prajna Institute policies relating to smoking, alcohol consumption, use of drugs, gambling or health and safety
 - 7.5. interferes with a Prajna Institute teaching, learning or research activity
 - 7.6. engages in conduct which is detrimental to the reputation of the Prajna Institute
 - 7.7. engages in a pattern or sequence of conduct which places substantial demand on Prajna Institute resources, vexatiously or without proper justification
 - 7.8. forges a Prajna Institute document or a document submitted to the Prajna Institute

- 7.9. offers a bribe or other improper inducement in relation to the provision of a Prajna Institute service or the discharge of the function or duty of a Prajna Institute staff member
- 7.10. engages in misrepresentation in relation to the provision of a Prajna Institute service or the discharge of the function or duty of a Prajna Institute staff member
- 7.11. falsely claims an identity, qualification, prior learning or experience
- 7.12. falsely uses a title
- 7.13. while on Prajna Institute premises, using a Prajna Institute facility or service, or delivering a Prajna Institute service, engages in a breach of copyright
- 7.14. incites another person to commit general misconduct
- 7.15. In some instances, misconduct may be inadvertent, or done through ignorance.
Neither of these is an excuse or a defence.

8. Respect between students and PRAJNA institute

- 8.1. All students are expected to treat PRAJNA institute members with courtesy and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs.
- 8.2. All students are expected to behave appropriately and professionally in the work environment during their case studies or clinics.
- 8.3. All students are expected to behave appropriately in the learning environment (including the online environment), use respectful dialogue and debate and consider others by not disrupting the learning space. All students are expected to communicate respectfully with all PRAJNA members and must refrain from offensive, discriminatory or aggressive behaviour or language in person, by phone, in email messages, in writing and online including social media platforms.
- 8.4. All students are expected to behave cooperatively and have courteous interactions at a level expected of beginning professionals.
- 8.5. All students are expected to respect PRAJNA community members' rights to privacy, dignity, safety and appropriate confidentiality and to respect the rights of others to hold and express a range of viewpoints.

9. Respect for the academic requirements of the programme

- 9.1. All students are expected to become familiar with information provided about the programme for which they have enrolled as well as the related assessments.
- 9.2. Students are expected to submit valid and authentic documents as part of any submission they make to PRAJNA, including as candidate students in their application to PRAJNA. This includes but is not limited to matric certificates, qualifications, affidavits and medical letters or reports.
- 9.3. All students are expected to take responsibility for their learning, including during clinic and case studies, and for their adherence to the requirements of the programme in which they are enrolled
- 9.4. All students are expected to submit assessment tasks within required timeframes.
10. All students are expected to abide by the Constitution of the Republic of South Africa as well as the country's laws, rules and regulations.
11. Behaving in a way that breaches the Student Code of Conduct can result in student disciplinary action. Each matter will be treated individually, but behaviour that places PRAJNA members in danger or behaviour that may be criminal in nature may result in immediate exclusion from academic activities.
 - 11.1. A person must comply with an exclusion given under this Policy.
 - 11.2. A person who fails to comply with an exclusion given under this Policy is guilty of general misconduct and a penalty may be applied.



12. Consultative Response

12.1. A consultative response is the most usual response to an incident. When an incident is discussed with or reported to a staff member, the staff member must take into account the nature of the alleged misconduct and its perceived severity, and either:

12.1.1. address the issue

12.2. escalate the issue to the College Principal or another senior staff member

Please initial each page and sign below.

Full Name: _____

Date: _____

ID number: _____

Signature: _____