

## Student Code of Conduct

### 1. Scope

The Student Code of Conduct applies to all students at the IMM Graduate School.

### 2. Purpose

The IMM Graduate School strives to be the centre of excellence for marketing, supply chain and business disciplines in Africa. The academic development of students is a primary concern. The IMM Graduate School is committed to providing students with academic qualifications of a high standard to become successful and respected business leaders in their fields of expertise.

The purpose of the Student Code of Conduct is to promote student behaviour that is conducive to learning in an environment of honesty, integrity, civility and mutual respect, in line with the IMM Graduate School core values.

### 3. Student Conduct

By registering for an academic programme at the IMM Graduate School, students agree to:

- 3.1. Uphold the name of the IMM Graduate School in both face-to-face conduct as well as statements on social media.
- 3.2. Support the governance and proper administration of the IMM Graduate School.
- 3.3. Engage constructively in all academic and administrative activities.
- 3.4. Apply the required academic rigour to complete assessments that are free of plagiarism and third-party involvement, also known as ghostwriting and contract cheating.
- 3.5. Provide accurate information regarding their current academic programme and previous qualifications obtained.
- 3.6. Respect the dignity of staff members and students regardless of race, gender, nationality, sexual orientation, age, or disability.
- 3.7. Respect the right of ownership of the IMM Graduate School, staff members and students.
- 3.8. Engage in a healthy student life that is free of harmful substances and possession of illegal items.

## 4. The IMM Graduate School response to student misconduct

Student misconduct may result in disciplinary action that can include – depending on the severity of the situation - suspension and even expulsion from the IMM Graduate School. The IMM Graduate School's response to any action that is not conducive to the learning environment envisioned may include issuing a written report of the incident or setting up a student inquiry to discuss the incident:

### 4.1. Assessment Plagiarism

#### 4.1.1. First or second incident

Students who incur their first or second incident of plagiarism are not required to attend a plagiarism inquiry but will receive a written report detailing the occurrence, the evidence of the type of plagiarism committed and the sanction applied according to the Student Guide to Plagiarism Sanctions. Once the report has been received by the student, the student may request an academic interview should they wish to dispute the written report or require to be educated on plagiarism avoidance.

#### 4.1.2. Third incident

Students who incur their third incident of plagiarism will be expected to attend an inquiry into the alleged academic misconduct according to the guidelines provided in the Student Guide to the Inquiry Process.

#### 4.1.3. Fourth incident

Students who incur their fourth incident of plagiarism will be expected to attend a student inquiry into the alleged academic misconduct according to the guidelines provided in the Student Guide to the Inquiry Process. Students who are found guilty may be expelled and will no longer be allowed to continue studying with the IMM Graduate School.

Please refer to the relevant policies and procedures available on the Student Portal

### 4.2. The inquiry process for academic and non-academic misconduct

The IMM Graduate School will review all available information relating to allegations of misconduct. In conclusion, the matter will be closed or an inquiry will commence.

### 4.3. The student inquiry process

4.3.1. The investigation will commence within ten working days of receiving a report of an alleged offence.

4.3.2. Students will receive a written invitation to attend an online, telephonic or in-person student inquiry to explore the circumstances of the alleged misconduct.

4.3.3. Students will be informed of the nature of the alleged misconduct and will be allowed sufficient time of a minimum of 48 hours to prepare for the inquiry.

4.3.4. Students are entitled to one representative at the inquiry. The representative may be a fellow student or a parent/guardian. No legal representation is allowed.

4.3.5. Students may choose to decline the invitation to attend the inquiry and are entitled to make written representation instead.

4.3.6. Students who make written representation or who do not respond to the invitation to attend an inquiry will have their inquiry held in absentia.

4.3.7. An outcome and sanction will be recommended to the Disciplinary Committee Chairperson for approval.

4.3.8. The approved outcome and sanction will be communicated via SMS and the Student Portal.

4.3.9. Any appeals to the outcome of the inquiry must reach the IMM Graduate School within five business days.

## 4.4. Sanctions

The term 'sanctions' refers to actions taken toward a student whose conduct conflicted with the IMM Graduate School core values. Different sanctions may apply to academic misconduct (assessment plagiarism or timed assessment misconduct) and non-academic misconduct.

### 4.4.1. Academic Misconduct Sanctions

#### 4.4.1.1. Third or fourth incidents of plagiarism

Students who incur their third or fourth incident of plagiarism may be suspended for three semesters, or disenrolled as explained in the Student Guide to Plagiarism Sanctions.

#### 4.4.1.2. Assessment Misconduct

Students who are found guilty of misconduct during assessments, including students who engage assistance from a third party to assist with the completion of assessments, may be suspended from the IMM Graduate School for three semesters for a first offence, or expelled and no longer allowed to continue studying at the IMM Graduate School for a second offence.

#### 4.4.2. Non-academic misconduct

The nature of non-academic misconduct will be evaluated. The following factors will be taken into consideration when deciding on the relevant sanction:

4.4.2.1. History of offences.

4.4.2.2. The nature of the misconduct.

4.4.2.3. Generally accepted norms and practices as applied at institutions of higher learning.

Based on the nature of the misconduct and the above-mentioned factors, students who are found guilty of non-academic misconduct may be suspended from the IMM Graduate School for three semesters, or expelled and no longer allowed to continue studying at the IMM Graduate School.