



WELWITCHIA HEALTH TRAINING CENTRE

CODE OF STUDENT CONDUCT AND DISCIPLINARY PROCESSES

Policy Name	Code of Student Conduct and Disciplinary Processes
Version	2 of 2020
Responsibility	Dean of Students
Sub-Committee	Student Conduct Committee
Approval Authority	Governing Board
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Date Review Approved	17 December 2020
Review Frequency	Three Years
Next Review	17 December 2022
Implementation	All WHTC Staff at all levels and Students

Welwitchia takes pride in the responsibility of its students and the social and educational atmosphere of its campus.

WHTC students are always held responsible for their conduct. Any student who engages in academic or social misconduct shall be subject to disciplinary action by appropriate office of the Institution and/or the Student Conduct Committee.

The Institution reserves the right to withdraw any student from the privilege of studying at Welwitchia for any lawful reason that the Institution deems appropriate.

The following considerations constitute the foundation of the Institution's justification for establishing expectations of student conduct, codifying those expectations, and adopting equitable processes for assessing student conduct.

1. The Institution's mission as a private residential educational institution establishes its identity as an independent community with a distinctive history and culture.
2. The Charter and By-Laws of the Institution charge the faculty with responsibility for the welfare of students and the conditions under which they are to live and learn.
3. The Institution's standards of conduct and the procedures for determining responsibility for misconduct reflect its particular mission and history. These standards and procedures do not attempt to duplicate civil and criminal legal processes, nor do they attempt to substitute for them. As an institution structured to accomplish its stated educational mission, the Institution has an independent interest in upholding standards of academic and social conduct, and these expectations may differ from those found in society at large. The Institution is committed to fundamental fairness in its student conduct procedures.
4. By the action of matriculation and registration at WHTC, students voluntarily enter an educational and residential community with standards of academic honesty and respect for persons and property. In choosing to enroll at the Institution, students become responsible in their conduct to those standards as stated in the Student Conduct Code.

The Institution may address student academic and social misconduct through its own processes and apply sanctions governing the terms of membership in the Institution. The Institution reserves the right to deal with misconduct, whether or not, law enforcement agencies are involved and/or criminal charges may be pending.

Part I: WHTC Code of Student Conduct

The purpose of the Code is to express community standards of honesty, respect for persons and property, and responsible use of freedom. The Code reflects the Institution's mission and identity, and it exists to guide conduct, safeguarding and promoting the Institution's educational activity.

Students are responsible for reading and reviewing the Code of Student Conduct, and for understanding the responsibilities they assume by enrolling at the Institution.

It is important that students know where to turn when they have questions, and for the Institution to be confident that those to whom they turn understand the student conduct system.

A. WHTC Statement on Academic Integrity

WHTC is an academic community deeply engaged in inquiry and intellectual exchange and is committed to core principles of academic freedom, academic integrity and rigorous, creativeness. We recognize that intellectual and artistic exchange depend on a mutual respect for independent inquiry, reflection and expression. Faculty, staff and students alike are therefore dedicated to fostering an environment that upholds the highest standards of fairness, integrity, and respect in all their academic endeavors.

As contributors to an ongoing scholarly and creative conversation that depends upon thoughtful and fair acknowledgment and treatment of the inquiries, reflections and expressions of others, each member of the Welwitchia community is expected to use and represent the work of others fairly and honestly; to acknowledge the work of others fully and accurately through proper attribution and citation; and to produce their own work unless collaboration is allowed. Faculty and staff members are expected to meet these standards in all their work as described in the employee and faculty handbooks; students are subject to the policies and procedures described below.

In educating students in the values, dispositions and responsibilities of independent thinkers and scholars, the Welwitchia Health Training Centre recognizes that certain scholarly practices reflect complex tasks that require instruction and practice. Faculty are committed to teaching these critical practices. Students in turn are responsible for learning these scholarly practices and demonstrating them in all their work; they are not only a means of showing learning but of developing genuine understanding, not only the mark of an independent scholar but the way to become one.

This policy statement outlines these principles and practices, roles and responsibilities. Potential consequences for students are described in WHTC Academic Integrity Procedures on the WHTC website.

Violations of Academic Integrity

Violations of principles and practices of academic integrity fall into two subcategories: (1) plagiarism and misuse of sources and (2) cheating.

1. Plagiarism and Misuse of Sources

Plagiarism is the use without proper attribution of someone else's words, ideas or other work as if it were one's own. Failure to properly indicate and acknowledge the work of others can lead a reader, listener or viewer to think that information, research, ideas, words, images, data, artistic and creative elements, or other work are the student's own efforts, when they are not. Plagiarism significantly departs from accepted standards in the academic community and misleads others into thinking the work is the student's own.

Misuse of sources, like plagiarism, reflects failure to properly credit the work of others but involves errors, mistakes, incomplete or inadequate attempts and other errors in citation, quotation and attribution that would not seriously mislead others into thinking the work is the student's own.

Plagiarism and misuse of sources carry different consequences as described in WHTC Academic Integrity Procedures.

The responsibility to give credit for material that would not qualify as common knowledge applies to almost all types of assignments and situations, not just papers, and not only to final work but also submitted drafts. Work in which students must acknowledge sources and the contributions of others includes but is not limited to draft and final versions of the following:

- talks and other oral presentations
- visual aids, presentation slides or other media tools
- websites, Web pages, webcasts and other multimedia work
- artistic, musical and other creative work
- laboratory reports
- problem sets
- Thesis chapters, papers, proposals, literature reviews, abstracts, annotated bibliographies and other writing
- Exams, including in-class and take-home exams.

2. Cheating

Cheating involves violating recognized norms for academic inquiry or specific norms established by faculty for particular assignments or using other methods, including technology, to gain unearned academic advantage. Examples of cheating include but are not limited to the following:

- unauthorized collaboration
- using materials not permitted during an exam, when writing a paper, or in completing other assignments
- receiving assistance beyond what is permitted.
- manufacturing or falsifying data
- submitting the same work to satisfy the requirements of two different courses without getting permission from the instructor of the second course or permission from both instructors if the same work is submitted in two courses during a single semester
- knowingly providing assistance of any kind to another person who is attempting to cheat or plagiarize

Violations of academic integrity are among the most serious offenses that students can commit; any violation may result in consequences at both the course and institutional levels. Procedures, findings and consequences for violations of academic integrity may depend on specific circumstances, such as the student's grade level, educational background and prior violation of academic integrity, attempts made to cite or acknowledge sources and the amount and type of work at issue. Procedures and potential consequences for students are described in WHTC Academic Integrity Procedures on the Welwitchia website.

B. Social Misconduct

WHTC students are held responsible for their conduct at all times. Any student who becomes disorderly, is involved in any disturbance, interferes with the rights of others, damages property, or is individually or as a member of a group involved in unacceptable social behavior on or off campus shall be subject to disciplinary action by the Student Conduct Committee.

For purposes of handling disciplinary matters, a "student" is defined as someone who has matriculated and has not formally severed recognized student status with the Institution. Students retain this status throughout their careers at Welwitchia, including academic terms, scheduled vacations, summer months, periods of leave, or off-campus study.

The Institution reserves the right to investigate and discipline alleged misconduct even when it occurs off campus. The Institution usually will apply the Code in instances where the off-campus misconduct:

1. occurs in connection with an Institution-sponsored event or when students are acting as representatives of the Institution, or
2. directly affects another member of the Welwitchia community, or
3. Suggests a potential danger or threat to others.

General Categories of Social Misconduct

Cases of social misconduct usually fall into one of several general categories. While not exhaustive, the following categories illustrate the expectations of the Institution and provide examples of misconduct subject to Institution discipline. Addressing a violation of the Institution's Code of Conduct does not exempt the individual from prosecution by proper authorities under criminal or civil code, and criminal or civil prosecution does not exempt the individual from being held accountable under the Institution's Code of Conduct.

1. Actions against persons
2. Actions against property
3. Dangerous or disorderly conduct
4. Actions against the institution
5. Obstruction of the Institution's procedures

1. Actions Against Persons

Conduct which involves force, threat of force, or intimidation directed at an individual or group of individuals may constitute an "action against persons."

Examples of actions against persons include:

Assault

- This includes unwanted physical contact, as well as fighting and physical altercations.

Sexual misconduct

- Please refer to the Institution's Sexual Misconduct and Harassment Policy for detailed definitions regarding sexual misconduct violations (e.g., rape, sexual assault, dating violence, domestic violence, and stalking) and the procedures for adjudicating alleged violations.

Harassment, intimidation, or bullying

- This includes acts of intimidation, stalking, confrontation, verbal slurs, insults or taunts, physical force or threat of physical force made with the intention of causing fear, intimidation, ridicule, humiliation, disparagement, disruption to the educational environment, or damage to property. Such acts may be committed in person, by proxy, via telephone or cell phone, via text message, or any electronic means including social networking websites.

2. Actions Against Property

Conduct which results in damage to property of another individual or of the Institution, or conduct which improperly converts another's property to personal use may constitute an "action against property."

Examples of actions against property include:

Theft

- To steal or knowingly possess stolen property or any item reasonably thought to be lost and not abandoned.

Damaging the property of another person or of the Institution

- Students may be subject to disciplinary action for damage to Institution property, including their own rooms, in addition to any money damages assessed by the Institution to repair such damage.

Illegally entering Institution facilities

- Unauthorized possession, use, or duplication of Institution keys or cards, passwords, or other means of access.

3. Dangerous or Disorderly Conduct

Conduct dangerous to self or others, or conduct that creates a disturbance or disrupts the ability of the Institution to carry on its essential functions may constitute "dangerous or disorderly conduct." The Institution's standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees, on the Institution's property or as part of any of its activities.

Examples of dangerous or disorderly conduct include:

Illegally possessing, using, or distributing any scheduled drugs

- Possession, distribution, or the use of illegal drugs and narcotics, including amphetamines, marijuana, cocaine, heroin, and LSD, renders a student liable to disciplinary action, including confiscation of materials, disciplinary action up to and including dismissal, and/or referral to local police authorities.

The Institution will also utilize its mental health resources to help students involved with drugs and alcohol.

Possessing a weapon on campus

- Weapons prohibited on campus include but are not limited to firearms, ammunition, knives, BB or pellet guns, bows, arrows and slingshots. These items are forbidden except by permission of WHTC Security and Campus Safety, which will register and store them. It is the responsibility of students to check with WHTC Security if there is a question of whether an item would be prohibited under this policy.

Fire safety violations

- Possessing or producing explosives and setting fires are prohibited. Intentionally setting off a fire alarm, misuse of a fire extinguisher, or any action that might cause a fire in an Institution building will be considered a serious offense and may be met with disciplinary action, including suspension or dismissal by the Student Conduct Committee. Firecrackers, flares, and explosives are prohibited on campus. Setting off a false fire alarm incurs a fine that increases for repeated incidents.

Disorderly conduct

Conduct which infringes on the freedom and activities of others, or conduct which is disruptive, harassing, or a nuisance may constitute disorderly conduct.

- *Failing to leave an Institution building after a fire alarm has sounded or other notice of fire has been given, whether or not a drill.*
- *Urination or defecation in any location not designated for that purpose.*
- *Conduct which disrupts normal operations of the Institution and/or impedes access to Institution facilities.*

4. Actions against the Institution

Conduct which involves the unauthorized accessing or alteration of documents and records controlled by the Institution, including class papers and examinations, or improper use of Institution electronic and physical resources, may constitute an "action against the institution."

Examples of actions against the institution include:

- *Altering an Institution Identification Document*
- *Tampering with Institution documents or records by hand or electronically*

- *Misappropriation of Institution funds*
- *Claiming falsely to represent the Institution or an Institution registered organization*
- *Use of any Institution resources, including electronic and physical, in support of any for-profit enterprise. This may include access to student, staff, and faculty information, residence halls, and other campus-owned spaces, etc.*
- *Information, network, computer, social media account, and telephone violations*

5. Obstruction of Institution Procedures

Conduct which interferes with the regular procedures of the Institution, investigation of alleged offenses, the process by which they are resolved, or their outcomes, or that violates any Institution policy, may constitute an "obstruction of Institution procedures." Application of this section shall not be used to restrict the exercise of free expression of any member of the Institution community.


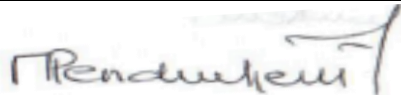
Examples of obstruction of Institution procedures include:

- *Refusing to identify oneself to Institution employees in the pursuit of their duties or to comply with appropriate instructions (e.g., refusing to provide one's name or to disperse when asked to do so by campus Security).*
- *Refusing to appear before Institution administrators or Security personnel charged with authority in matters of student conduct.*
- *Refusing to attend or to testify when called as a witness in a Student Conduct Hearing.*
- *Knowingly providing false information to any Institution official with intent to deceive during any phase of the student conduct process (including the investigatory stage) or conspiring with others to do so.*
- *Harassing witnesses or others involved in the disciplinary process at any time during the student conduct process, including the time during which any penalty is in effect.*
- *Violating the terms of any sanction imposed by appropriate authority (e.g., the Dean of Students Office or the Student Conduct Committee) in a disciplinary matter.*
- *Bribing or attempting to bribe an Institution official.*
- *Use or possession of a forged, altered, or falsified document including fake IDs.*
- *Assisting a person in violating an Institution policy or attempting to violate an Institution policy.*

6. APPROVAL AND EFFECTIVE

The Policy effective after approval by the Governing Board at the Recommendation of the Quality Assurance Committee.

Thus Done, Signed and Certified as an Approved Policy of Welwitchia Health Training Centre (WHTC) at Windhoek on this 17th Day of December 2020.

	
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Rector & Chief Executive Officer	Deputy Rector & Executive Director